



VIBRANT TOGETHER PRESBYTERY OF TROPICAL FLORIDA

Presbytery Assembly Meeting Particulars

Since the pandemic, our Presbytery Assembly has been conducted digitally on Zoom. It will be two hours in length. All minister members, Ruling Elder commissioners, and guests are required to register to be able to attend. Because of the nature of strict voting nature of these meetings, it is important to have a dual registration process. In the first step, everyone is asked to state their role in participating the Assembly. The choices are:

• PTF Minister	VOTING
• Ruling Elder Commissioner* (Assigned by your Session)	VOTING
• Elder by Virtue of Office (PTF Committee Chairs & Leadership Council Members)	VOTING
• Candidates & Inquirers	NON-VOTING
• Guest (Including Non Commissioned Ruling Elders)	NON-VOTING
• Minister Not Attending**	NA

* Sessions should refer to the yearly [PARITY REPORT](#) [May 2021 – May 2022] to see their commissioner allotment.

** Excused absences are for Serving Ministers and Ministers at Large (MAL) only. Retired & validated ministers (MOS) are automatically excused.

STEP ONE: PRE-REGISTRATION

1. PRE-REGISTER by filling out the [PRESBYTERY ASSEMBLY FORM](#). This deadline closes at 5:00 pm the Wednesday prior to the Assembly.
 - a. Once submitted, you will immediately see a confirmation webpage (no email confirmation).
 - b. The Thursday prior the Assembly, you will receive the ZOOM REGISTRATION LINK for Step Two.

STEP TWO: ZOOM REGISTRATION

1. Check your email on Thursday prior the Assembly called ZOOM REGISTRATION LINK. If you do not see it, check your junk mail before contacting me. Please do this before Saturday morning since I will not be able to trouble shoot at that time | sandra@vibrantpresbytery.org | 954-785-2220
2. Upon filling out the Zoom registration, they will send you the ZOOM MEETING LINK to access the meeting. Look for: "Click here to join," or the actual meeting ID.
3. If you are not familiar with Zoom, do so prior the Assembly. [ZOOM TUTORIALS](#)
 - a. We recommend that you download that ZOOM APP on all your devices for ease. Do these prior the Assembly, since it requires setting up an account.
 - b. Important Functions (locations vary from desktop, tablet, and smartphone):



- i. Mic with mute and unmute capabilities. Be muted during the meeting, since the mic will pick up all background noise, chewing, and rustling paperwork.
- ii. Video camera – we will require that all individuals be visible.
- iii. Participants List – use to see who is in attendance and to raise your hand to be recognized.
- iv. Chat – This function will be available.
- v. Viewing options include:
 - 1. Speaker view – makes whoever is speaking more prominent on your screen.
 - 2. Gallery view – allows you to view as many people as your screen can hold.

ASSEMBLY DAY

- 4. Once you are in the meeting you will be placed in a waiting room. Please wait patiently until we admit you in after 9:00 am.
 - a. Use this time to mute your audio and activate your video – both will be necessary for the ENTIRE MEETING.
 - b. Label yourself with first & last name and abbreviate your church next to it.
Example: Joe Smith-1st Hollywood.
- 5. Important Meeting Requirements:
 - c. We will assign a “Z” to the names of non-voting individuals: guests and non-commissioner elders. DO NOT REMOVE THE “Z” – if you have a question about this, send a message to Sandra via chat.
 - d. VOTING ATTENDEES: You must have video & audio to be able to vote. Some people have used a computer or device to be viewed, and then call in their phone for audio (keep muted).
 - i. If you are using multiple devices, label one of them with “audio,” so that we/you can place a “Z” in front of it. Example: Z-Joe Smith-audio. We will give the video device prominence to see you.
 - ii. If multiple voters are at the same location, they must each have their own device (screen) to have their vote counted. Multiple voters must not share screens when voting.
 - 1. If sharing space, use the volume of one device only, so that there is no reverb.

We are delighted to have this opportunity to gather via Zoom when we otherwise could not gather. Please let the Presbytery staff know well in advance if you would like to practice using Zoom. We are sorry to say that we will not be able to help with user issues on Assembly morning. As usual, you will receive the Assembly papers a week in advance.

Please pray for the day as we gather Church that is Vibrant Together!

In Christ,

Rev. Dr. Daris Bultena
General Presbyter and Stated Clerk