



Presbytery Assembly Hybrid Meeting Particulars

Our Presbytery Assembly is normally two hours in length. All minister members, ruling elder commissioners, and guests are required to register to be able to attend. With the Hybrid format, the registration process is outlined below.

1) Decide how you will be attending: via Zoom or in-person.

2) For voting purposes, know the role in which you will be participating in:

ABLE TO VOTE

- PTF Minister
- Ruling Elder Commissioner (Assigned and sent by your church's session)*
- Elder by Virtue of Office (PTF Committee Chairs & Leadership Council Members)

NOT ABLE TO VOTE

- Guest (Including Non-Commissioner Ruling Elders)
- PTF Candidates & Inquirers
- Minister Not Attending**

*Clerks should refer to the yearly [PARITY REPORT](#) [May 2023–May 2024] to see your church's commissioner allotment.

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

3) Everyone registers via our website by clicking here: [PRESBYTERY ASSEMBLY FORM](#).

- a. You will receive a CONFIRMATION EMAIL within the next 12 hours (business days).
- b. For the in-person registrants the process ends here. Zoom registrants, continue to the next step.

4) Zoom registration link is sent on Thursday prior to the Assembly.

- a. The ZOOM REGISTRATION LINK will be in your email box on Thursday prior to the Assembly. If you do not see it, contact Sandra Figueredo before Saturday to resend.



- b. Upon registering via Zoom, you will receive the actual ZOOM MEETING LINK to access the meeting.

ASSEMBLY DAY

1. Once you are in the meeting you will be placed in a waiting room. Please wait patiently until you are admitted 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.
2. 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 Figueredo 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.
 - iii. If sharing space with multiple devices, use the volume of only one device and mute the rest. This will prevent reverb.

We are delighted to have this opportunity to gather. Please commit to one format: Zoom or in-person, to help our staff prepare well. 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

