Presbytery Assembly Meeting Particulars
Online Only

Our Presbytery Assembly will be two hours in length. All minister members, Ruling Elder commissioners, and guests are required to register to be able to attend. For voting purposes, everyone must know what their role will be when participating the Assembly. The roles are:

• **PTF Minister**	**VOTING**
• **Ruling Elder Commissioner* (Assigned by your Session to be a voting representative)**	**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 [renewed annual every May] to see their commissioner allotment. New commissioners should read the New Commissioner instructions prior to attending.

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

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. You will receive an email acknowledgment by the next business day.

    b. The Thursday prior the Assembly, you will receive the ZOOM REGISTRATION LINK for Step Two.

ASSEMBLY DAY PREPARATION

1. From Thursday to Saturday prior the Assembly you will have to complete the ZOOM REGISTRATION, which will provide you the link for the actual meeting. Some registrants like to do this step on Saturday morning.

    a. If you are a voting member, you will also receive voting instructions which will require using an app.

2. Check that the apps are downloaded or updated properly on your computer or device prior to Saturday.

3. Also verify that your mic and video are in working order, especially if you are a voting participant.

ASSEMBLY DAY

1. Once you are in the meeting you will placed in a waiting room. Please wait patiently until we admit you in after 9:10 am.

2. Use this time to mute your audio and activate your video – both will be necessary for the ENTIRE MEETING.

3. 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.

4. 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).

    a. 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.

5. 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.

6. 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 docket a week in advance – it will also be posted on the **Assembly webpage**.

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

In Christ,

Rev. Dr. Daris Bultena
General Presbyter and Stated Clerk