

*Our Annual Meeting will be held on Zoom on January 24. We know that some of you are still not comfortable with Zoom. Because we want as many people to participate as possible, we have created two sets of directions. Below is the overall procedure including log on information. The other three sheets break down participation with accompanying pictures. We hope you will try to join us! **If you would like to practice using Zoom and online voting, please join us for coffee hour on January 17 at 10:30am.** On January 24, Shannon Olson will be in the office from 10:15 until 11:30. If you are having problems with Zoom, you can call the office at 722-2567.*

Annual Meeting Procedures

Accessing Zoom

For information about creating a Zoom account, please visit <https://zoom.us/signup>. If you don't have access to a computer but would like to listen, you may call in on your phone. The instructions for that are below.

Logging onto the Annual Meeting

You will be able to log onto the Zoom meeting with the information below. The link to the meeting will also be posted on our website and included in the e-pistle.

Zoom Meeting URL:

<https://us02web.zoom.us/j/85079586468?pwd=c2tjUWdsNm0rNHQwSEgzZnBsOVlVZz09>

Meeting ID: 850 7958 6468

Passcode: 1610

- Your microphone will be muted when you enter the meeting.
- Please keep your microphone muted unless called upon to speak.
- Please make sure to use your first and last name as your participant name.

Speaking

- We will be using the CHAT feature in Zoom to hear voices that would like to speak, raise a question, or make a motion.
- To speak, please type "RISE" in the chat.
 - Once recognized, please *unmute* and *reactivate cameras* as needed.
 - Please *mute again* once finished.

Voting

- There will only be two votes and we will use the polling feature on zoom for the votes.

If you have any questions, please plan to attend the training session or call the church office from 9am to 3pm on a weekday.

Participating on the phone: While you may participate on the phone, you will not be able to see the slides. However, if you call the church office by January 19th, we will send you the slides hard copy in the mail and God willing, you will receive them by January 24th ☺

Dial by your location

+1 301 715 8592

You will be asked to enter the meeting ID which is: 850 7958 6468. It will then ask you for a participant idea, which is not required. Press #. It will then ask for a passcode which is 1610.