



Presbytery of Tampa Bay

455 Scotland St. Suite 1, Dunedin FL, 34698

Look! I'm doing a new thing; now it sprouts up; don't you recognize it?
from Isaiah 43:19a (CEB)

February 19, 2021

Greetings!

The Presbytery of Tampa Bay will start gathering via Zoom at 8:00 a.m. on Friday, February 26, 2021 for a Special Meeting which will begin promptly at 8:30 a.m.

As a special, called meeting, business is limited only to the items listed in the call to the meeting, which was emailed on Friday, February 12, 2021 at 2:16 pm EST (and viewable at <https://conta.cc/3rLhCkw>):

- Consider amendments to PTB bylaws establishing the Associate Presbyter for Emerging Ministries as a part of Presbytery Leadership, amending the language for terms of office for the Coach & Coordinator, Stated Clerk, and Treasurer, and adding permission to suspend the requirement for a written ballot for each of these positions if there is only one candidate,
- re-elect the treasurer for the Presbytery of Tampa Bay, and
- elect a new vice-moderator to fill the unexpired term left vacant by the resignation of Ruling Elder Sally Speer, and fill other vacancies as needed.

All *participants* should have already registered in Zoom for this meeting; and pastors/moderators or clerks of sessions should already have informed office@pbyt.com who your ruling elder commissioner(s) will be. All registered participants will receive a reminder email with the Zoom link and other information early next week.

Other *observers* will be able to view a live stream of the meeting at the following link:
<https://youtu.be/lRI4LLgwTY8>.

Everyone participating in the meeting should review the **updated** “Orientation/Refresher for First Time Commissioners and anyone new to Zoom for a Presbytery meeting” page on our website at www.presbyteryoftampabay.com/orientation. Much of that information is also included in this packet starting on page 6 following the Coordinating Team report.

All are welcome to participate in an online orientation to using Zoom for the presbytery meeting on Monday, Feb. 22, at 2:00 p.m. or 7:00 p.m. EST; sign up for one of those sessions on the orientation/refresher page on our website at the link above.

The peace of Christ be with you,

G. Bobby Musengwa
Moderator

W. A. Wildhack III
Stated Clerk



The Presbytery of Tampa Bay

DOCKET

Presbytery of Tampa Bay Special Meeting
Friday, February 26, 2021
via Zoom

8:00 a.m.	Zoom open for login and gathering	<i>(Please login early to check your connection)</i>
8:30 a.m.	Call to Order and Opening Prayer	Moderator Bobby Musengwa
	Morning Prayer	Libby Shannon
	Attendance Poll and Declaration of Quorum	Bobby Musengwa
	Review of Procedures for Seeking Recognition and Voting	Bobby Musengwa
	Introduction of First-Time Commissioners, Corresponding Members, and new Minister Members	Bobby Musengwa
	Committee on Nominations & Representation (CNR) (p. 3)	Meg Pabst
	Coordinating Team (pp. 4-5)	Jonathan Owen
	sAdjourn with Prayer	Bobby Musengwa

♦ ♦ ♦

*The Presbytery of Tampa Bay is grateful to the minister members and ruling elder commissioners
whose participation made this meeting possible.*

The Presbytery of Tampa Bay
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**Committee on Nominations and Representation
Presbytery of Tampa Bay
February 26, 2021
The Rev. Meghann Pabst, Chair**

Motions for Presbytery

The Committee on Nominations and Representation nominates the following for service in the roles and classes indicated below:

	<u>Congregation</u>	<u>Region</u>	<u>Demographics</u>	<u>Class</u>
VICE MODERATOR				
Paula Salter	St. Andrew, New Tampa	C	EFW	2021
TREASURER (Re-election)				
V. Terry Dennis	First, Lakeland	E	EMW	2023
BOARD OF TRUSTEES				
Pablo Diaz	St. Andrew, Dunedin	W	EMAA	2022
PERMANENT JUDICIAL COMMISSION				
Gloria Aguayo	St. John, Tampa	C	EFW	2023

Items for Information

1. A new vice moderator is being nominated today following the resignation of RE Sally Speer.
2. The treasurer's re-election was inadvertently omitted from the November report and meeting.
3. Other nominations are to unexpired terms resulting from resignations.
4. The letters in the first column immediately following the names of those nominated refer to geographic regions of the Presbytery of Tampa Bay: E- East, C- Central, W- West
5. The letters in the second column following the names represent the following demographic categories of ordination, gender, and race or ethnicity: C-clergy, E-elder / M-male, F-female / W- Caucasian, H- Hispanic, AA-African American, African, or Black, and A-Asian/Pacific Islander

**Report of the Coordinating Team
Presbytery of Tampa Bay
February 26, 2021
Jonathan Owen, Chair**

Motions for Presbytery

The Coordinating Team recommends that the Presbytery of Tampa Bay adopt the following amendments to the Bylaws of the Presbytery of Tampa Bay along with any conforming amendments as required [text to be inserted in shown in redline and text to be deleted in strikethrough]:

2. PRESBYTERY LEADERSHIP

...

2.3 Presbytery Coach and Coordinator

- a. **Nomination and Election:** A TE or RE shall be nominated as Presbytery Coach and Coordinator by a broadly representative search committee (G-3.0111) of at least five members. The Presbytery Coach and Coordinator shall be elected by the Presbytery at a stated or special meeting by written ballot for a five-year term and until a successor is elected. The Presbytery Coach and Coordinator is eligible for re-election. The requirement for a written ballot may be suspended if there is only one candidate for the position.
- b. **Duties:** The Presbytery Coach and Coordinator shall be head of staff. The Presbytery Coach and Coordinator shall have authority for the management of the Presbytery and the supervision of the staff. The Presbytery Coach and Coordinator is accountable to the Presbytery through the Coordinating Team.

2.4 Stated Clerk

- a. **Nomination and Election:** A TE or RE shall be nominated as Stated Clerk by a broadly representative search committee (G-3.0111) of at least five members of the Presbytery. The Stated Clerk shall be elected by written ballot for a three-year term and until a successor is elected. The Stated Clerk is eligible for re-election. The requirement for a written ballot may be suspended if there is only one candidate for the position.
- b. **Duties:** The Stated Clerk shall be the ecclesiastical officer and a member of the Presbytery staff. In addition to the responsibilities enumerated in G-3.0104, other duties of the Stated Clerk are specified in the Presbytery Manual of Operations.
- c. **Temporary Clerks:** The Stated Clerk may appoint a Temporary Clerk. This person shall serve as assistant to the Stated Clerk and shall be responsible for tasks assigned by the Stated Clerk.

2.5 Treasurer

- a. **Nomination and Election:** A TE or RE shall be nominated as Treasurer by a broadly representative search committee (G-3.0111) of at least five members of the Presbytery. The Treasurer shall be elected by written ballot for a three-year term and until a successor is elected. The Treasurer is eligible for re-election. The requirement for a written ballot may be suspended if there is only one candidate for the position.
- b. **Duties:** The Treasurer shall be an officer of the Presbytery and a member of the Presbytery staff. The responsibilities of the Treasurer shall include counsel regarding financial management and

stewardship of the Presbytery and ex-officio membership on the Board of Trustees. The duties of the Treasurer are specified in the Presbytery Manual of Operations.

2.6 Associate Presbyter for Emerging Ministries

- a. Nomination and Election:** A TE or RE shall be nominated as Associate Presbyter for Emerging Ministries by a broadly representative search committee (G-3.0111) of at least five members of the Presbytery. The Associate Presbyter for Emerging Ministries shall be elected by written ballot for a three-year term and until a successor is elected. The Associate Presbyter for Emerging Ministries is eligible for re-election. The requirement for a written ballot may be suspended if there is only one candidate for the position.
- b. Duties:** The Associate Presbyter for Emerging Ministries shall be a member of the Presbytery staff. This Associate will work primarily with the Commission on Church Vitality on fulfilling its responsibilities, and will connect Presbytery commissions, congregations, and ministries with opportunities to demonstrate compassion and share the gospel with our neighbors.

2.6-7 The Coordinating Team of the Presbytery

* * *

b. Membership: The Team shall be composed of the Moderator, Vice Moderator, the Chair of the Coordinating Team, the elected chairs of the Commission on Ministry, the Commission on Preparation for Ministry and the Commission on Church Vitality, Board of Trustees, Committee on Nominations and Representation. The Presbytery Coach and Coordinator, the Stated Clerk, the Associate Presbyter for Emerging Ministries, and the Treasurer are members of the Team with voice and no vote.

Items for Information

1. The two-year designated term for the position of Associate Presbyter for Emerging Ministries ends on May 31, 2021. The CT, along with Commission on Church Vitality and others, has become convinced that the position should be added to the “Presbytery Leadership” described in our bylaws in the same way as other leadership positions. The CT, as “a broadly representative search committee” that nominated the Rev. Libby Shannon for the two-year designated term, intends to nominate her for election to the continuing position at the April 29, 2021 Stated Meeting.
2. Discussions following the elections by written ballot of the Coach and Coordinator and Stated Clerk in November 2019 and the inadvertent omission of the reelection of the Treasurer in November 2020 highlighted two weaknesses in our existing bylaws as described in Roberts Rules of Order Newly Revised (12th ed) in sections 56:26-30 and 25:7):
 - a. The lack of any provision for “and” or “or” until a successor is elected to provide for what happens if an election is not held, and
 - b. The lack of a specific provision permitting waiving the requirement for a written ballot if there is only one nominee or candidate.
3. The Moderator and Vice Moderator are described and elected differently from the other leadership positions, so no changes are recommended to those sections.

Other Meeting Information

- Information for First-Time Commissioners and Guests
- Additional Zoom Info for this meeting
 - Special Rules of Order (adopted 8/27/2020)
 - Additional Technical Guidance
 - “Zoom Expertise”

**Helpful Information for First-Time Commissioners and Guests
Attending a Meeting of the Presbytery of Tampa Bay**

Presbytery Meeting Basics

As a Presbyterian, you probably already know the basics of our system of government, so let me share a few tips you may not realize:

- You are a Commissioner, not a Representative
 - This means that no one, not your session, not your pastor, not your spouse, can tell you how to vote on a matter before the presbytery. That's between you and the Holy Spirit. As it says in the **Foundations of Presbyterian Polity** in our **Book of Order**, "Presbyters are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ." (F-3.0204) (*You can download a copy of the Book of Order from the Resource list on our homepage at www.presbyteryoftampabay.com.*)
- You may not know who all these people are and what their jobs are, so here's a brief introduction:
 - Moderator
 - Rev. Bobby Musengwa will be the person with the gavel. The moderator is responsible to make sure the meeting runs well and is the non-staff leader of the Presbytery.
 - Vice Moderator
 - The vice moderator ordinarily moderates part of each Presbytery meeting and can fill in for the moderator in other duties when necessary. We will be electing a new vice moderator at this meeting.
 - Presbytery Coach and Coordinator
 - Ruling Elder Patrice Hatley is our Presbytery's coach and executive. She's the head of staff for the Presbytery of Tampa Bay and has a variety of responsibilities throughout the Presbytery and in service to the larger church.
 - Associate Presbyter for Emerging Ministries
 - Rev. Libby Shannon joined the staff in this new position in the summer of 2019 for a two-year term. She will be leading us in morning prayer at the start of the meeting and may make some comments later.
 - Stated Clerk
 - Rev. Bill Wildhack is the Presbytery's Stated Clerk. He's responsible to help plan presbytery meetings, prepare the presbytery packet, and help the moderator keep the meeting running "decently and in order" as the Presbytery's parliamentarian. He's also the primary "Zoom host" for our electronic

meetings, keeping up with polling, votes, and displaying motions on screen much as he would at any in-person meeting.

- Treasurer
 - Ruling Elder Terry Dennis is our elected volunteer treasurer and usually reports on how your giving to and through the presbytery is being handled and advises us on financial policies, practices, and budget recommendations. He will not be giving a full report at this special meeting.
- We often use and hear a lot of acronyms at a Presbytery meeting. Mostly these refer to our Committees and Commissions. Some translations (though this special meeting will only feature reports from two of these – CNR and CT):
 - GA (General Assembly) and OGA (Office of the General Assembly)
 - The General Assembly is the most inclusive governing body in the church, made up of commissioners from every presbytery, and the Office of the General Assembly manages day to day affairs of the church in support of all of us.
 - COM (Commission on Ministry)
 - The Commission on Ministry is the primary body responsible for making decisions about relationships between pastors and churches, whether a particular minister may become a member of the Presbytery, etc. It does some of its work in regional groupings.
 - CPM (Commission on Preparation for Ministry)
 - The Commission on Preparation is the primary body responsible for those seeking to become ministers, also known as Inquirers and Candidates and eligible to serve as commissioned ruling elders in the roll of commissioned pastor in certain situations. Chaired by Rev. Paul Suich.
 - CCV (Commission on Church Vitality)
 - CCV's work in 2020 focused largely on assisting congregations and ministries with financial resources in response to COVID-19, and it continues to work with churches and new worshiping communities to start new ministries. CCV is chaired by Rev. Andy Walton.
 - BoT (Board of Trustees)
 - The Board of Trustees is a commission of the Presbytery responsible for the civil side of Presbytery business, implementing decisions of the presbytery but also acting with delegated authority to approve requests from churches for things like leasing their sanctuary, selling property, etc. Rev. Rebecca Harrison chairs the Board.

- CNR (Committee on Nominating and Representation)
 - CNR is responsible for nominating ministers and Ruling Elders to most committees and commissions, and for advising the presbytery regarding the implementation of principles of unity and diversity in the Foundations of Presbyterian Polity and the Form of Government in the Book of Order. Be sure to share your gifts and talents with Chair Rev. Meg Pabst!
- CT (Coordinating Team)
 - As the leadership group of the Presbytery, the Coordinating Team is a commission made up of the chairs of each group above as well as the Moderator and Vice-Moderator. The outgoing Moderator acts as the chair of the CT, while the Treasurer, Stated Clerk and Presbytery Coach and Coordinator all serve as ex officio members of the Team. Former Moderator Jonathan Owen became chair of CT at our meeting in November as soon as Bobby Musengwa was installed as moderator.
- Presbytery meetings are guided by the most recent edition of ***Robert's Rules of Order: Newly Revised*** (RONR) – and that's been the **newly released 12th Edition** since September 1, 2020!
 - The **Form of Government** in the **Book of Order** directs (G-3.0105) that Presbyterian councils (such as the session, presbytery, and general assembly) are governed by RONR whenever it doesn't conflict with the Book of Order. That doesn't mean you have to be a parliamentary expert to attend meetings, but you should probably learn the basics below if you want the meeting to make sense once business begins.

Robert's Rules Quick Guide

Here's a quick summary of your rights and responsibilities under Robert's Rules. Generally, these rules are intended to reduce tension, protect the rights and voice of anyone who might find themselves in the minority on something and, of course, keep us doing things "decently and in order" (1 Cor. 14:40, ESV).

- Always address your comments to the Moderator first (not "Madam Moderator or Mr. Moderator, just "moderator"), and then to the presenter or speaker only after being recognized by the moderator and given permission to speak.
- Generally, don't interrupt another speaker, but wait until you're recognized by the Moderator, but there are some exceptions. **NOTE: When meeting on Zoom, you should raise your "Zoom hand" and also send a quick note on things like these to the meeting host in the Zoom chat rather than unmuting yourself and interrupting.**
 - You can't hear what's going on or you're so uncomfortable over the room temperature, etc. you can't stay in the meeting (say, "Point of Privilege" then explain the problem when the moderator recognizes you)

- You think something was wrong with what just happened (say, “Point of Order” then state your objection when the moderator recognizes you. The moderator will then decide if you’re right or not.)
- Some motions it may be useful to know about:
 - Move the Previous Question (a.k.a. Call the Question)
 - A request to vote on whether to vote on a pending matter. This motion requires a second but isn’t debatable and can only be made after the Moderator recognizes you, so no one should ever just shout it out. Typically, it’s made when someone thinks we’ve hit the limit of productive discussion and we’re running in circles. It is NOT appropriate to use this to shut down debate prematurely.
 - When you hear “Move the Question” or “Call the Question,” be aware that the next vote is *not* on whatever it is we’ve been talking about, but on whether to continue discussion. An affirmative vote will end discussion, and then the next vote is on the main motion.
 - To protect the rights of others to be heard, this motion requires a 2/3 majority to pass.
 - Amendments to Main Motions
 - If you want to slightly modify the language of a motion, to add, delete or replace some language, you’ll want to seek recognition and say “I move to amend the motion...” when the Moderator recognizes you. This requires a second and will then be discussed and voted on. Please be ready to provide a copy of the text of your amendment to the Stated Clerk if it’s more than just a couple of words. (In Zoom, you can submit this in chat.)
 - Substitute Motions
 - If you want to substantially modify a motion on the floor, changing the intent or most of the language, you need to use a Substitute Motion instead of amending the current motion. When the Moderator recognizes you, you’ll say, “I move the following substitute motion” and read your alternative suggestion. You’ll will need to provide a copy of the substitute motion to the Stated Clerk.
 - Division of the House (*Does not apply in electronic meetings*)
 - If you think that a voice vote was too close to call, any member of the Presbytery may request a “Division of the House” or vote by raised hands or ballot.
 - Order of the Day
 - Not a motion, but something you’ll see on the agenda, usually related to lunch when we meet in person. All “Order of the Day” means is that we need to drop

whatever it is we're doing when the time for that item arrives and start doing the "Order of the Day."

- Not necessarily in Robert's, but please follow these conventions of our Presbytery regardless:
 - **When you want to speak, please raise your "Zoom hand" and be ready to unmute yourself when the moderator calls on you.**
 - Please read the Presbytery Packet thoroughly *before* the meeting and take another look when we get to a specific item. The answers to many questions may already be in the written reports. You can also reach out to Stated Clerk Bill Wildhack or the chair of the commission or committee before the meeting if you have questions.

What makes the Presbytery of Tampa Bay different than other presbyteries?

Several years ago our presbytery underwent a transformation process which is now being examined as we've lived with it for a while. This resulted in a new mission statement, some common values, and a more relational, "bottom up" model of doing its work.

Our Mission Statement—"to identify and strengthen leaders so that every congregation makes new and mature disciples for Jesus Christ"—helps us keep our focus on leadership development and outreach. Practically, this means that there is usually a component of training at Presbytery meetings, but also that there are intentional relational opportunities for us to get to know other leaders.

The core values we adopted during the transformation were to be ***relentlessly congregational, meaningfully connected, faithfully constitutional and unapologetically Christ-Centered***. We want to focus on helping our congregations succeed, our Teaching and Ruling Elders to know and lean on one another, our processes and meetings distinctively Presbyterian, while focusing not on ourselves but on our Leader, Christ.

You can learn more about our presbytery on the website at www.presbyteryoftampabay.com.

**SPECIAL RULES OF ORDER AND STANDING RULES
for Electronic Meetings of the Presbytery of Tampa Bay**

Approved at the August 27, 2020, Stated Meeting of the Presbytery of Tampa Bay

For the purpose of any electronic meetings of the Presbytery of Tampa Bay conducted before a regular or special meeting may be convened in person to formally adopt rules for future electronic meetings, the Presbytery approves these special rules of order and suspends any standing rules that interfere with them:

1. All business of the meeting will be conducted using Zoom and features of that platform for simultaneous visual and aural communication, seeking recognition, and vote taking.
 - a. Dialing in by phone alone without using the Zoom client for laptop/desktop computers or the Zoom app for tablets or smartphones is not be permitted because of the limited tools available to interact meaningfully with the other participants in the meeting.
 - b. Additional technical guidance will be provided separately by the Coordinating Team, and the Stated Clerk will offer opportunities to practice using Zoom in advance of any online meeting of the Presbytery.
2. The presence of a quorum shall be established by sign-in to Zoom and joining the meeting. The continued presence of a quorum shall be determined by the online list of participating members.
3. While every effort will be made to provide stable access to the platform, participants are responsible for their own audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
4. Greetings, reports, ceremonies, worship services, and other elements ordinarily included in meetings of the Presbytery but unrelated to items of business may be included, altered, or omitted at the discretion of the Coordinating Team.
5. To be enrolled as participants with voice and/or vote, minister members, commissioners, and corresponding members must use the free Zoom software appropriate for their device.
6. All voting participants are required to join the meeting on individual devices (one person, one device). This preserves the right of each voting member to vote individually. (If more than one device is being used in the same room, the microphone and speaker on all but one device must be muted to prevent feedback.)
7. Upon entering the meeting, all participants must ensure that the participant's name displayed by Zoom conforms to the following examples so that the moderator and stated clerk can verify the status of each participant with voice and vote or voice only:
 - Minister/Teaching Elder member: "Firstname Lastname /TE"
 - Ruling Elder Commissioner from congregations: "Firstname Lastname /REC/ Church Name"
 - Ruling Elder PTB Staff, Officer, Commission/Committee Chair: "Firstname Lastname /RE/PTB"
 - Ruling Elder member of the Permanent Judicial Commission: "Firstname Lastname /RE/PJC"

- Ruling Elder former Moderator of PTB: "Firstname Lastname /RE/FmrMod"
- Ruling Elder Commissioner to 224th GA (2020): "Firstname Lastname /RE/GA224"
- Ruling Elder Certified Christian Educator: "Firstname Lastname /RE/CCE"
- Commissioned Pastor currently serving a church: "Firstname Lastname /CP/ Church Name"
- Non-Ruling Elder Certified Christian Educator in educational ministry: "ZCE-Firstname Lastname /CCE/ Church Name"
- Corresponding Member: "ZCM- Firstname Lastname /CM/Organization"
- Guests: "ZZG- Firstname Lastname /Guest/ Church or Organization"

Use of "Z" prefixes for those with voice but not vote will help to ensure the integrity of any votes taken if any inadvertent votes are cast by any participants not authorized to vote.

8. Participants will ensure their own microphones remain muted unless recognized by the moderator to speak.
9. The "raise hand" feature on the participant list reactions button in Zoom will be used both for seeking recognition from the moderator and for voting when directed by the moderator. Participants will be recognized only using the "raise hand" feature, not by waving at the computer or device camera.
10. Zoom's "chat" feature in a meeting of the presbytery will be limited to communicating only with the Stated Clerk and electronic hosts of the Zoom meeting, like passing a note to the Stated Clerk during a meeting.
11. Any motion other than a procedural one should be entered in writing into the participant "chat" if possible before seeking recognition using the "raise hand" feature. When recognized by the moderator, participants should state that the text of the motion is in the chat, and then make the motion. No motion will be brought before the meeting from chat until after the speaker is recognized by the moderator. Submitting a motion in chat *does not* jump the line waiting to be recognized.
12. A vote taken by means of raising hands is a "division," not a "counted vote" – meaning that the moderator will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and then rule which side has prevailed.
 - a. When the moderator seeks unanimous consent, only those who object to unanimous consent will be asked to indicate that by a raised hand (blue hand icon) or a red "x" (red X icon) on the participants list reactions button; to avoid confusion, no one who consents should take any action to indicate consent.
 - b. If the moderator is uncertain, the moderator may order a counted vote—or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote).
 - c. At the discretion of the moderator, votes may also be done by using the green "check" (green checkmark icon) button for "yes" and the red "x" (red X icon) button for "no" on the participants screen reactions button or by using Zoom's "poll" feature.

ADDITIONAL TECHNICAL GUIDANCE

for Electronic Meetings of the Presbytery of Tampa Bay

REVISED 2/18/2021

BEFORE THE MEETING

1. ***Watch for information on practice sessions in the weeks before the date of the meeting and plan to take part in one!***
2. **Use of Zoom is required.** Please download the appropriate software for your device from https://zoom.us/download#client_4meeting.
 - a. If you don't already have a free Zoom account, you may want to create one. While not strictly necessary to enable all the meeting features and aids in maintaining the integrity of the meeting, it will make using Zoom and joining the meeting easier.
 - b. After you have created a Zoom account (or if you already have one), then register for the Presbytery meeting using the link you received. *Please be sure that the email address you use when registering for the Presbytery meeting is the same email address you used to create your Zoom account.*
3. **We encourage you to join the Zoom meeting on a desktop or laptop computer** using the "[Zoom Client for Meetings](#)" available at the link above. In order to participate meaningfully, you'll need high-speed internet access, speakers or other sound output device, a microphone, and a webcam built in or attached to the computer (use of the camera is optional but strongly encouraged as participants would be visible to each other when attending meetings in person).
 - a. **If joining by computer is not possible, a tablet or smart phone may be used** with the free "Zoom Mobile App" available from Zoom at the site above or your device's app store. The same requirements for sound and video described for desktop/laptop computers also apply to tablets and smart phones.
 - b. **If your computer does not have speakers and/or a microphone** (or a place to connect a headset), or if your internet is slow, dialing in by phone for audio *while using the computer to view the video* can work. See more on how to do that at https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_682f2e00-6a7c-4a5a-b20f-70b9b9012563.

ON THE DAY OF THE MEETING

1. **Plan to sign-in to Zoom and join the Presbytery meeting at least 30-45 minutes ahead of time** to give the clerks time to verify your registration and let you in from the electronic waiting room.
2. **When you first join the meeting from the electronic waiting room,**
 - a. **Make sure that your name is displayed in Zoom according to the requirements in paragraph 7 of the Special Rules document.** If you haven't already done so in your user profile in the Zoom software before joining the meeting, you can do it after joining the meeting by clicking on the "Participants" icon at the bottom of your screen.
 - i. **On a computer**, open the **Participants** list, hover over your name on the participants list, click **More**, and choose **Rename**. You can also change your name by hovering over your

own video image, clicking on the blue box with three dots in the upper right corner of your image, and choosing **Rename**.”

- ii. **On Android or iOS devices**, open the **Participants** list and then tap your name to rename yourself.
- b. **Check to be sure that your sound and video are working.** After making sure your video and audio are working, please mute your microphones until or unless recognized by the moderator—and be ready to unmute yourself if someone calls on you!

3. **Next, if you’re using a PC or Mac**, click “Exit Full Screen,” resize the Zoom window to as big as you want it, and then click on the “Reactions” and “Chat” icons.

- a. The “Reactions” button on the tool bar shows the “raise hand” (✋), “yes” (✅), and “no” (✗) icons at the bottom. You’ll need those to seek recognition to speak and for voting during the meeting.
- b. You’ll use chat if you need to pass a note to the Stated Clerk or electronic hosts during the meeting, or to submit the text of a motion before raising your hand to be recognized by the moderator.

4. **If you’re using an iPad, iPhone, or Android device**, tap on your screen, click on “... More” to access the raise hand and voting features. The chat feature may also require tapping on your screen and clicking on “... More” at the bottom of the screen if there’s not enough room to show all the icons. Use your device’s navigation buttons or gestures to switch back and forth.

AFTER THE MEETING STARTS

1. **Keep your microphone muted** unless you’ve been called on to speak.
2. **Be ready to use the “raise hand” feature** if you want to speak or to use when directed to by the moderator to indicate a vote. The electronic hosts are responsible for lowering hands following votes; please *do not* lower your own hand after a vote.
 - a. When multiple participants are seeking recognition during debate on an item of business, once the moderator has called on someone all other hands raised may be lowered at the discretion of the moderator before asking if anyone else would like to speak. It is customary in debate for the moderator to seek alternating points of view.
 - i. If the moderator recognizes someone only to find they have a similar position to the last speaker, they may be asked to step aside to let another view be heard.
 - ii. If you have an “interrupting motion” (e.g. a point of order, a request for preference in recognition, etc.), you should immediately raise their hand *again* if it has been lowered by a host. If you not immediately recognized, you may unmute your microphone and say, “Moderator, I have a point of order” or “Moderator, may I be recognized for (reason)?”
3. **Voting might also be done another way** using the “yes” (✅), and “no” (✗) icons at the bottom of the participants list screen or using Zoom’s poll feature. Pay attention to the moderator for instructions if that happens.

Definition of “ZOOM EXPERTISE”
For Presbytery of Tampa Bay ZOOM Meetings
REVISED 2/18/2021

1. You have already downloaded **ZOOM** onto your computer or device and will make sure the program is **updated**, if needed, no later than the day before the meeting.
2. You can launch **ZOOM** and, when entering, initiate both audio and video with ease.
3. You can **rename** yourself, using your first and last name, your role initials (below), and your church or ministry.
 - **/TE/(church or ministry or HR)** - Minister/Teaching Elder member
 - **/REC/Church** - Ruling Elder Commissioner from a congregation
 - **/RE/PTB** - Ruling Elder PTB Staff, Officer, Commission/Committee Chair
 - **/RE/PJC** - Ruling Elder member of the Permanent Judicial Commission
 - **/RE/FmrMod** - Ruling Elder former Moderator of PTB
 - **/RE/GA224** - Ruling Elder Commissioner to 224th GA (2020)
 - **/RE/CCE** - Ruling Elder Certified Christian Educator
 - **/CP/Church** - Ruling Elder Commissioned Pastor currently serving a congregation
 - **/CCE/Church** - Non-Ruling Elder Certified Christian Educator in educational ministry
 - **ZCM - (name)/CM/Organization”** - Corresponding Member:
 - **ZZG - (name)/Guest/(Church or Organization)** - Guest
4. You can go back and forth between **GALLERY** and **SPEAKER** views.
5. You can access the **REACTIONS** button and can **RAISE** your **ZOOM HAND**
6. You can access the **REACTIONS** button and vote “**YES**” or “**NO**.”
7. You can participate in a **POLL**.
8. You can **MUTE** and **UNMUTE** with ease by either clicking the **MUTE** and **UNMUTE** button or by holding down the space bar while muted in order to speak.