Lakewood Congregational Church
An Open and Affirming Church of the United Church of Christ
1375 West Clifton Blvd., Lakewood, OH 44107
Phone 216.221.9555 / Fax 216.221.9088
www.lcc-church.org / lccstaff@lcc-church.org

January 28, 2022

Dear members of Lakewood Congregational Church,

Although we were able to resume in-person worship in 2021, we are still constrained by the recent surge in Covid-19 infections. While we would love to gather as a church community for our Annual Meeting, the Executive Team has decided to again hold the event virtually to protect the health of our members and friends, and to ensure that all are able to attend. Therefore, our 2022 Annual Meeting will be held on Zoom on Sunday, February 13, 2022, at 2:00 p.m.

The Annual Meeting is an opportunity to hear "the state of the church", including reports from our staff and lay leaders, and updates on our finances and facility. It is also the time that we as members of the church vote on our annual budget and slate of nominations for leadership positions. If possible, please review the 2021 Annual Report in advance of the meeting. It will be available in paper form as well as electronically. If you would like to receive a paper copy, please call the church office at (216) 221-9555. It will be available beginning February 6th.

Many of you are familiar with Zoom and may possibly use it on a daily basis. For some of you, it may be new. To ensure that everyone can attend this important meeting, we are providing instructions for Zoom below. However, we understand that some people may be unable to use Zoom. Please note that you can call in to the meeting using your telephone if you prefer. Please call the church office after February 6th for the log-in phone number.

RSVP
For planning purposes, it would help us to know in advance how many members might join us for this important event. Please RSVP for the annual meeting by Sunday, February 6th by 10:00 am through the Events page on the website (lcc-church.org).

This link will take you to a *very* brief registration form and then you will receive the login information in an email from Zoom after your registration has been accepted by the church office. If you are not able to complete the form online, please call the office (216) 221-9555 for help with registration.
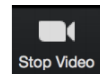
Test Your System.
If you aren't familiar with Zoom, we recommend you go here ((https://zoom.us/test) to **test your computer system before Sunday, February 13th**. This will ensure you have everything downloaded that you need, and you can even join a test meeting to try out the controls. If you have issues, you can go to: https://support.zoom.us/hc/en-us
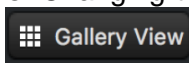
Logging in on Sunday, February 13th:
- You will use the link you received from Zoom. Simply click on this link or utilize the meeting ID and password or phone number provided in the email.
- You need to choose to log in with computer audio OR phone audio. Follow the prompts when logging in to the meeting.
- Turn your computer volume on.

- You will be admitted to the meeting by the Host.
- Turn your camera on so we can see you. You can turn your camera on or off with the Start/Stop Video button in the lower left-hand corner of the screen.
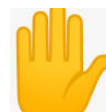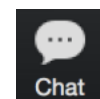
- Make sure it's your full name that is listed on the screen. Do this by right clicking on the name on the lower left hand of the screen and selecting "rename".
- Change from "Gallery View" to "Speaker View", this will maximize your experience in following the discussion between the various presenters. Changing this view can be done in the upper right-hand corner of your screen controls.

<u>Meeting Procedures</u>
- Because we anticipate a large crowd, it is important that we follow procedures to provide an effective meeting experience for everyone.
- You will be automatically muted upon entering the meeting. If you have questions or comments:
    - Please type them in the Chat area at the bottom of your screen.
    - We will call on you to ask your question live at the appropriate time. The Zoom moderator will unmute you so you may speak. (Note: if you do not post your question in the Chat area, we won't know to call on you.)
- At certain times during the meeting, you will be asked to vote. To do so, click on the Reactions link at the bottom of your screen. Select the "raised hand" or "thumbs up" icon to indicate your vote at the appropriate time.

- If you experience technical difficulties during the meeting, please call one of our technology steward for assistance:
    - Charlotte Petrie at (216) 534-7767

We hope you will be able to join us for the Annual Meeting, and that you will find it to be an informative session as well as a chance to join virtually with your fellow members.

Sincerely,

Jan Young
Moderator