

Detailed Instructions for the Annual Meeting of Grace Lutheran Church
January 30, 2022
10:15 a.m.

Getting into the meeting - By Phone

1. Dial one of these lines:

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

2. You will be prompted to enter the meeting ID.

The Meeting ID is 835 3787 8516

3. If you are asked to enter the Passcode.

The Passcode is 808954

4. You will be placed in a waiting room.

This is part of the security protocol. A meeting host will let you in shortly.

Once you are in the Meeting

1. When you enter the meeting, be prepared to identify yourself for sign in purposes.

2. Keep your phone muted (if possible) until called upon to speak or when voting.

3. If you wish to speak, please unmute yourself and ask to speak. The Council President will then call upon you when ready.

4. We will use be voting through the use of a voice vote. You will be given the following cues:

“All those in favor say ‘Aye.’”

“All those opposed say ‘Nay.’”

Note: if the vote sounds close, a Division of the House will be called. Should that be necessary, we will need to obtain the phone votes through a roll call.

We thank you in advance for your patience as we navigate a virtual Annual Meeting together.

Detailed Instructions for the Annual Meeting of Grace Lutheran Church
January 24, 2021
10:15 a.m.

Joining through a Computer or Smart Phone

1. Getting into the meeting

Click on the link for the Annual Meeting

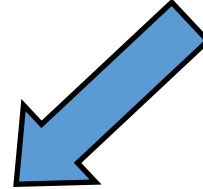
For those gathering on a computer or cell phone app:

Join Zoom Meeting

<https://us02web.zoom.us/j/83537878516?pwd=bnxUNzZOdmlNVG1mNHkwblE5wWitNZz09>

Meeting ID: 835 3787 8516

Passcode: 808954

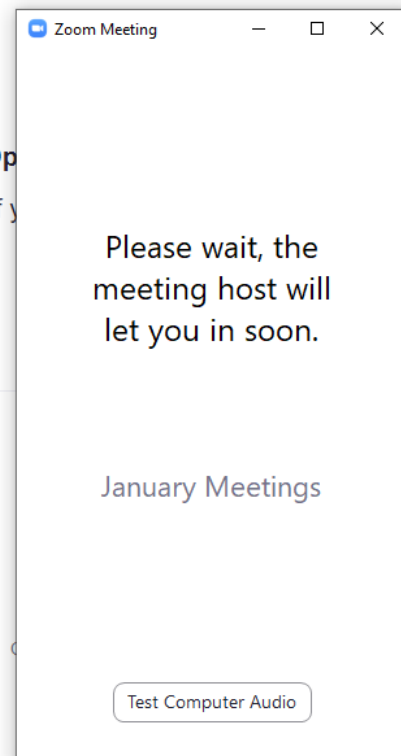


Note: You do not need an account with Zoom. You can simply sign into the meeting by following the prompts.

You will be placed in a waiting room.

This is part of the security protocol. A meeting host will let you in shortly.

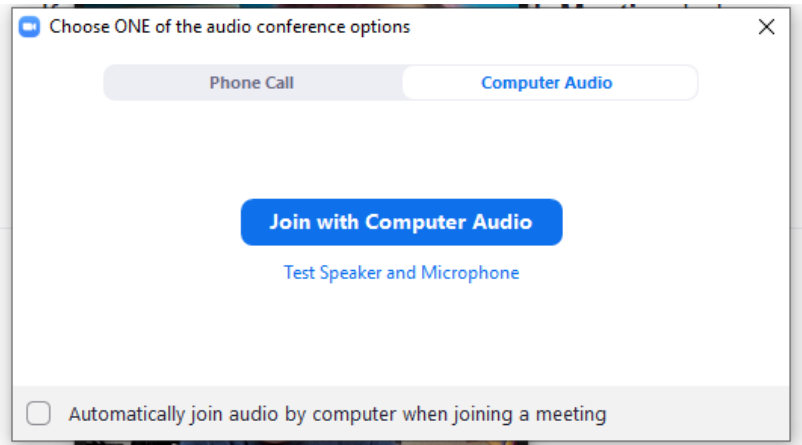
Note: If you see this message, you are in the right place.



2. Once you are in the meeting

It is a good idea to test your audio settings. This is the easiest way to make sure that your microphone and speakers are working properly.

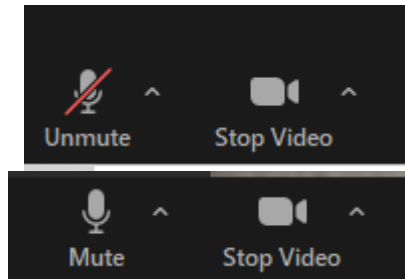
Once you feel comfortable with settings, join the meeting with computer audio



Make sure the mic is muted.

When muted, it will show red with a line through the mic symbol.

When unmuted, it will show green, with no line.



Note: Click on the icon to either mute or unmute your microphone.

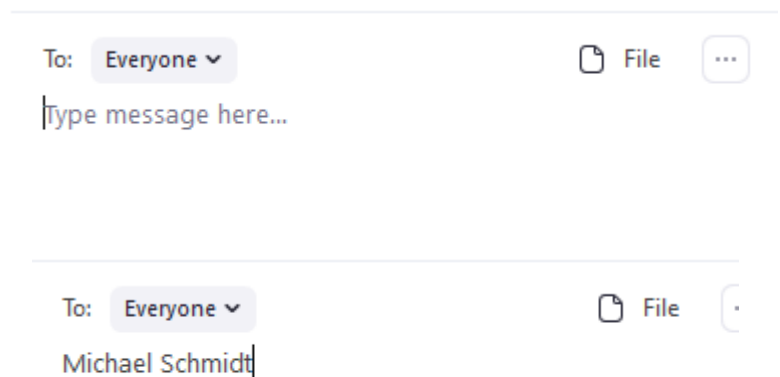
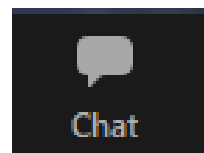
Shortcut: You can also use the space bar to unmute your microphone. It will automatically mute again when you release the space bar.

3. Signing In

Open the Chat feature by clicking on the Chat icon. This is located at the bottom of the screen when on a computer.

The Chat bar will open. Type the names of every voting member at your device in the Chat and hit enter.

Note: The names in the chat will be used to take attendance and establish a quorum., and the number of voting members present.

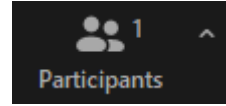


Note: Please use the Chat to voice any questions or technology issues you have. You can write the message to "Everyone" or you can write privately to either the Moderator, or to Pastor Mike.

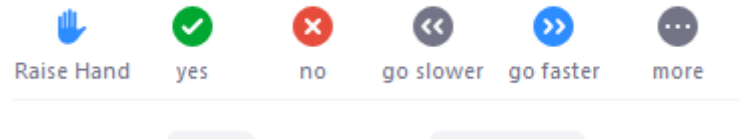
4. Discussion

If you have a question, or would like to speak to a motion, use the “Raise Hand” function within Zoom. This feature will bring you to the top of the participants list and you will be called upon to speak. The Raise Hand cue can be found in one of two places.

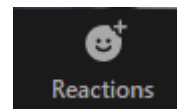
If you are using Zoom version 5.4.7 or earlier, the non-verbal feedback cues, including “Raise Hand” are located in the bottom of the Participants View. To open that click on the Participants Icon, which will be located at the bottom of the screen on a computer.



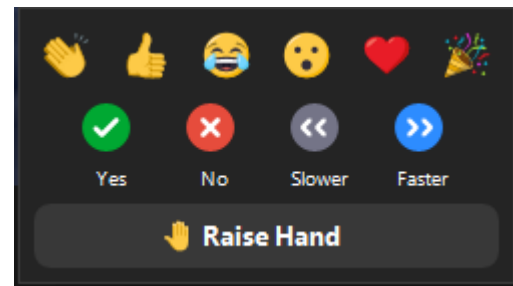
Once the Participants tab is open, the non verbal cues should be visible.



If you are using Zoom version 5.4.7 or newer, the non-verbal feedback cues will be found by clicking on the Reactions Icon.



When you click on the icon, the cues should be visible.



5. Voting

We will use be voting through the use of a voice vote. You will be given the following cues:

“All those in favor say ‘Aye.’”

“All those opposed say “Nay.””

Note: if the vote sounds close, a Division of the House will be called. Should that be necessary, we will vote by one of two ways, depending on the nature of the vote.

Option #1 for voting - Voting through Non-Verbal Feedback

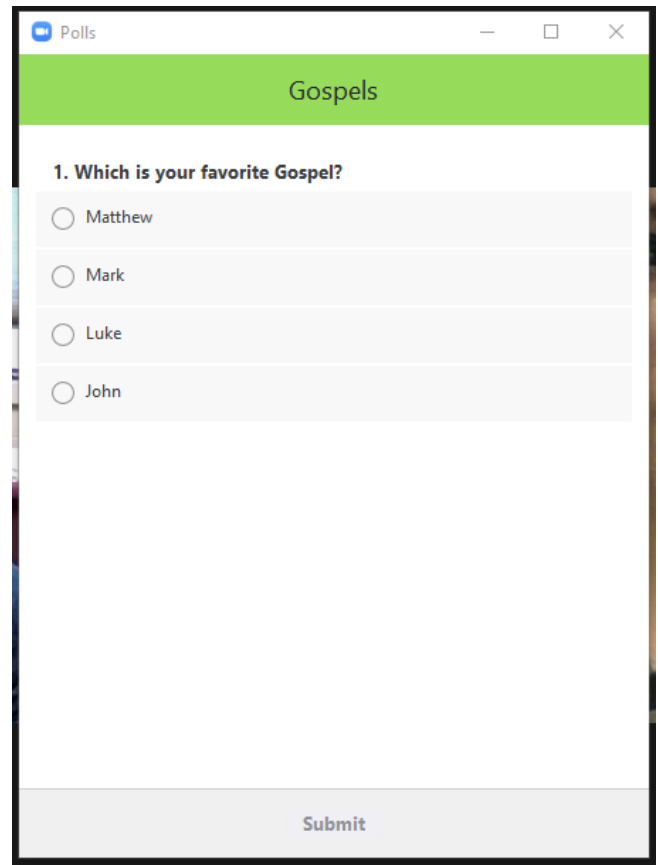
- Open the non-verbal feedback cues discussed in the Discussion section.
- When called upon to vote, vote with either the Yes or No symbol.
- The Moderators will assist in tallying the votes, and the Council President will announce whether the motion passed or failed.

Option #2 for voting - Voting through a Poll

- The Council President will announce that a Poll has been launched. This poll will then be visible in the center of your screen.
- Enter your selection and press submit.
- Once the Poll is closed, the results will be visible to participants.

Note: If we have to create a poll, it may take a couple of minutes before the Poll can launch.

Also: We may use Polls outside of voting of business as a way of checking in with everyone in an efficient manner.



The image shows a mobile application window titled "Polls" with a green header bar containing the word "Gospels". Below the header, the question "1. Which is your favorite Gospel?" is displayed. There are four radio button options: "Matthew", "Mark", "Luke", and "John". At the bottom of the screen, there is a grey bar with the word "Submit" in the center.

We thank you in advance for your patience as we navigate a virtual Annual Meeting together.