

Instructions & Information Regarding Providence Presbytery's Virtual Meeting August 9, 2020

Q1: How do I access the virtual Providence Presbytery meeting on Sunday, August 9th?

You will access the meeting through the link on the Presbytery's Website

Handbook Link for the
August 9, 2020 Providence Presbytery Meeting can be located at www.providencepres.org

Click the following tabs: Calendar
Presbytery Meetings August 9, 2020
Click: Virtual Meeting Link

(The link will not be active before 12:00 p.m. on August 9th)

If you do not have the GoToMeeting App on your computer or phone, you will need to download the free app. Go to the app store and download the GoToMeeting App or when you click the link it will tell you that you need to download the app to access the meeting. You will just click install.

Q2: How do I register my attendance for the meeting?

Sign into Providence Presbytery's GoToMeeting using the information listed above. After signing into the meeting, to register your attendance for the meeting, you will need to do the following:

(1) In the chat box type the following: your name, church, and your role for the meeting:

Example: Mary Smith, Main Street Church – RE
John Smith, Holy Church – TE
Fred Smith, New Church – Guest
Alice Smith, Hope Church – COM Member


Abbreviations for roles: TE Teaching Elder (Minister Commissioner)
RE Ruling Elder (Elder Commissioner – voting elder for your church)
CE Church Educator
CAN Candidate
INQ Inquirer
Guest Make sure you list which church or agency
Staff
Committee Member – List name of committee

Registration Will Be Open: Beginning 12:00 p.m. the day of the Presbytery meeting.

We ask everyone to register by 1:30 pm, prior to the *Call to Order*

Q3: How will I be able to vote or speak during the meeting?

To manage Meeting sound quality, **All** attendees will be muted during the meeting. When the moderator asks for a vote, all attendees will be un-muted. And a Voice Vote will be taken. During these times, please keep background noise to a minimum.

At any time, you may submit a question for discussion prior to voting by using the chat box feature on your GoToMeeting portal by messaging “**Rose Lemmons-Berry**” Due to the size of the meeting, and to avoid distractions, please do not message “**everyone**” during the meeting. In the chat box (the icon to access looks like a  the top of your screen – then you will see a down arrow. It will then bring up a list of people you can send messages to. Click the name of the person you wish to chat with to privately send a message.

Q4: What if I am calling in on a phone line, how will I be able to vote or speak during the meeting?

If you are calling into the meeting using the telephone number in the sign in directions, you will be given an opportunity to ask questions prior to votes. We will unmute all call in attendees prior to each vote and ask if anyone has a question. At that time, please state your name and church and wait to be recognized by name by the moderator prior to asking your question. If more than one person speaks at a time, you may have to wait for a pause before saying your name again. Please be patient during this period. We are attempting to accommodate many different types of equipment and technical environments, so there may be a little challenge as we insure that all people are able to participate in discussions. Please reduce the amount of background noise as much as possible and make sure your telephone is not on “speaker” while you are unmuted.

Q5: What is the purpose of the Providence Presbytery virtual “Practice Meeting” on Monday, August 3rd at 6:30 pm and how do I access it?

You will access the meeting through the link on the Presbytery’s Website

Handbook Link for the
August 9, 2020 Providence Presbytery Meeting can be located at www.providencepres.org

Click the following tabs: Calendar
Presbytery Meetings
Scroll to August 9, 2020

Click: Providence Presbytery Practice Meeting

(The link will not be available active until 5:30 p.m. on August 3rd)

This will be a Very Short practice meeting. It is basically so you can test out your equipment prior to the August 9th Presbytery meeting. You can access the “Practice Presbytery Meeting” through the link on the Providence Presbytery website. Follow the instructions in the red boxes above and click Presbytery Practice Meeting. **This is not a requirement – roll will not be taken. However, it is highly recommended.**