



PRESBYTERY OF EASTERN VIRGINIA

HYBRID MEETING ORIENTATION

FOR ALL COMMISSIONERS



What to Expect



- In a hybrid meeting, commissioners will be attending in person (at Williamsburg Presbyterian Church) or virtually (via ZOOM).
- All commissioners will be able to see and hear each other.
- All commissioners will be able to seek recognition from the Moderator by raising their hand (physical or virtual).
- All in-person Commissioners are required to speak from the lectern to address the moderator so that Zoom Commissioners can hear you. **DO NOT SPEAK FROM YOUR SEAT.**
- Break out sessions - All Zoom attendees will be placed in one break out room.



VOTING



- **Commissioners will be voting by "Unanimous Consent."** The moderator will call for the vote by unanimous consent asking for all commissioners who **disapprove** of the motion on the floor to raise their hand (physical or virtual). If there is disapproval, the moderator will call for a vote by show of hands. Please be patient during this process as both in person and virtual hands will need to be tallied.



TECHNICAL ISSUES



- In the event that ZOOM goes down, the meeting will proceed as long as a quorum exists in the sanctuary.
- An off-site staff member will be signed into Zoom and will be in contact with the staff present in the sanctuary. We will attempt to keep virtual attendees updated until Zoom is restored.
- Should you have trouble signing in to Zoom on the morning of the meeting, please call 757-229-4235 for assistance.

The following pages apply to
Zoom participants only

Home Communion Instructions

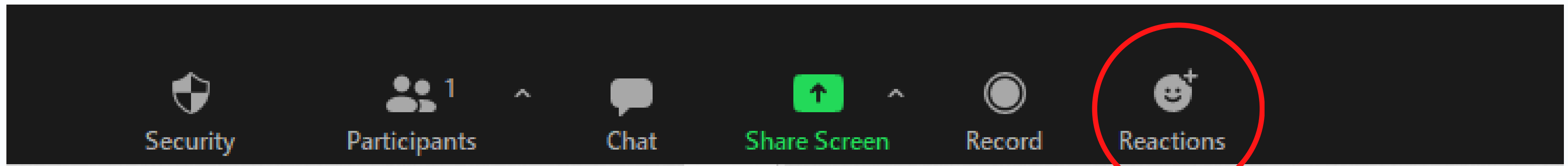
- Prior to the beginning of the meeting, set up your communion space in a way that is properly respectful of the Sacrament.
- Select a cup, plate and elements that represent your household. Wine or grape juice may be used.
- The Invitation, Prayer of Great Thanksgiving, and Words of Institution will be spoken by the Revs. Wansink and or Hart Monroe. Once the Words of Institution are spoken, they will extend the invitation for all to partake of the elements.
- The Book of Order, W-3.0414 states, “At the conclusion of the Service for the Lord’s Supper, the bread and cup are to be removed from the table and used or disposed of in a manner approved by the presbytery, in keeping with the Reformed understanding of the Sacrament and principles of good stewardship. This may be accomplished by consuming what remains or returning the elements to the earth.”

The Zoom will open at 9:30 a.m. It is recommended that all attendees join the meeting early incase there are any technical issues that need to be addressed before the meeting begins.

The meeting will begin at 10:00 a.m.

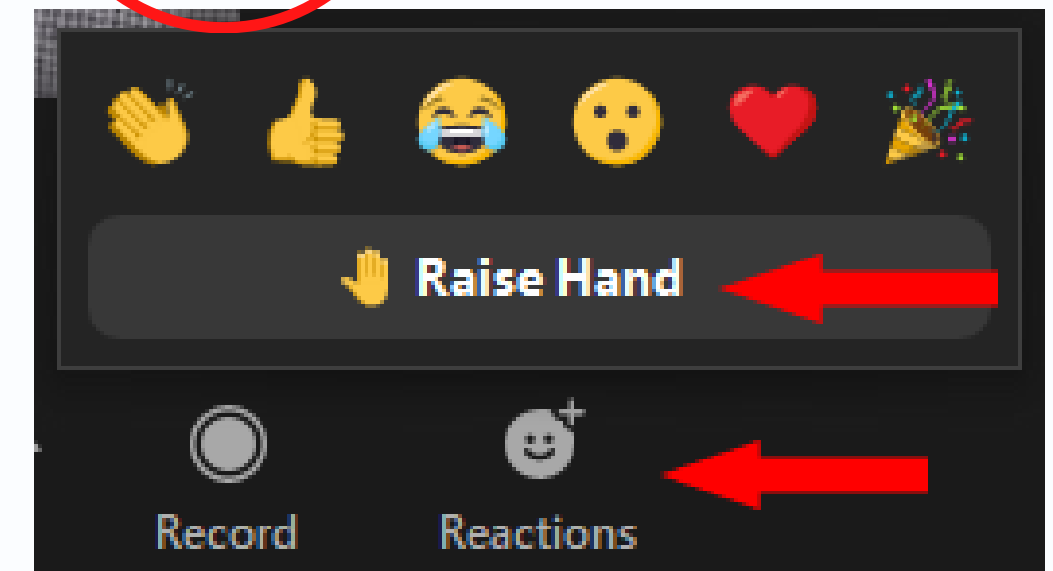
For technical assistance during the meeting, please use the Chat feature to ask for help or call 757-229-4235.

Zoom Controls RAISE HAND

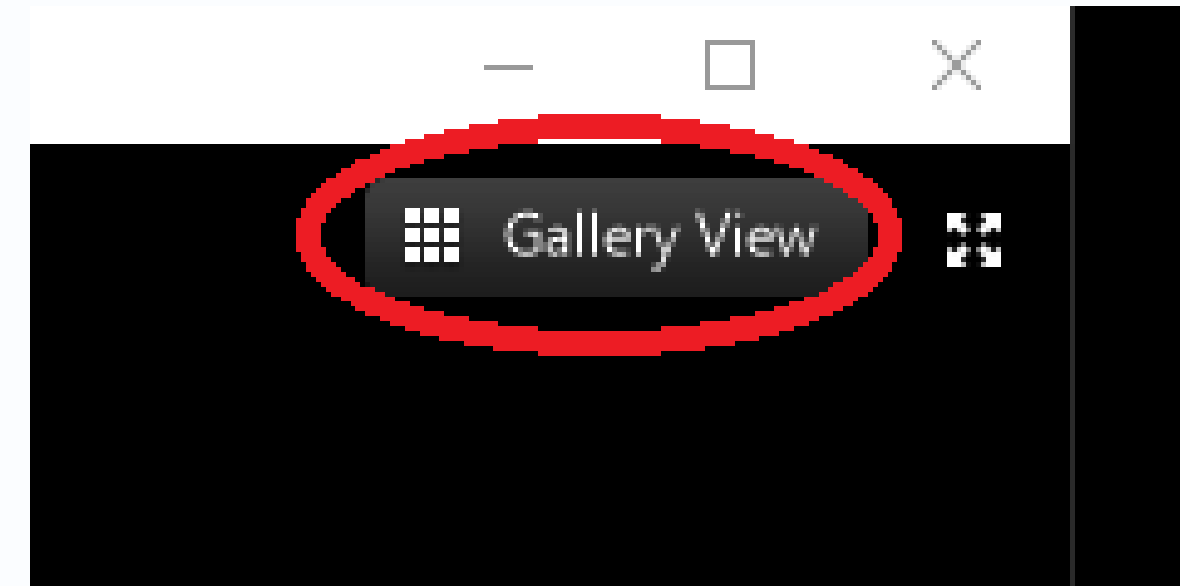
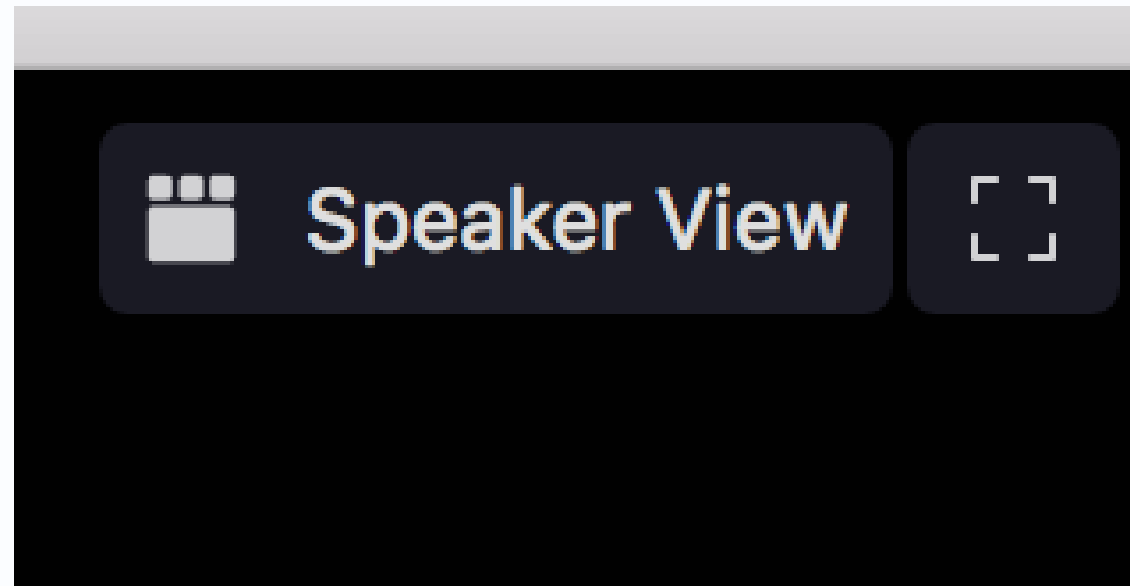


Raise Hand - At the bottom of the Zoom window, you will find the “Reactions” icon. Click on this icon to reveal the Raise Hand button which can be used to:

- Seek recognition from the Moderator
- Indicate disapproval of the current motion on the floor. All motions will be voted on by “unanimous consent.” If there is a dissenting vote, the motion will be polled for all members to vote yes or no.
- If you raise your hand by mistake, you can lower it by clicking on the Lower Hand icon. Note: you will need to click the Reactions icon again.



Zoom Controls SPEAKER VIEW



Speaker View (Recommended)

Zoom offers 2 views for meetings, Speaker View & Gallery View (Brady Bunch). The toggle control is located at the top right-hand corner of the Zoom window.

Zoom Controls

The polling feature will be used for voting if needed.

The host will launch the poll and all Zoom Commissioners will cast their vote on the poll.

The results of the poll will be displayed.

