



Knox Presbyterian Church Sixteen Annual Meeting Information & Procedures

To the members and adherents of Knox Presbyterian Church Sixteen

The purpose of this note is to outline the process that we will use to conduct the Annual Meeting this year. Because of the public health restrictions due to the Covid-19 pandemic, we are unable to be physically present together as a group.

Our meeting will be different this year! However, although we cannot share a lunch together, and we will be meeting over Zoom, my hope is that we can enjoy each others company in some way, celebrate our successes as a congregation, discuss our future and express our gratitude for the blessings that we enjoy as a fellowship of disciples of the Triune God: Creator, Jesus and Spirit.

There is a lot to cover in order for this meeting to occur in way that will be enjoyable and productive for all. I have attempted to cover all the aspects of the meeting below ; however, if you have questions or require help in some way please reach out to Brenda or to me.

With Blessings

Rev Patrick Gushue

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| Meeting Date: | Sunday, March 14, 2021 |
| Meeting Venue: | Zoom (<i>see below for internet and telephone linking information</i>) |
| Event Timing: | |
| Gathering | 10:15-10:30 |
| Worship | 10:30-10:50 |
| Break | 10:50-11:00 |
| Annual Meeting | 11:00-11:45 |

Gathering: this will be a time for chit-chat and conversation before worship. If you need time to connect – please join early as we will start worship at 10:30 pm sharp and will not be able to let people join until the worship has concluded.

Worship: Rev Gushue will lead a short service of worship which will include a prayer, a reading from Scripture and a reflection. The reflection will be the same as the one which will be included in the weekly worship video – that will continue to be made available.

Break: no guessing here ... a break is a break! This will allow others the opportunity to join in time for the Annual Meeting.

Annual Meeting: this will be our time for our meeting – where we will review the Annual Report and make decisions related to the future of our congregation.

Annual Meeting Process:



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Annual Report: attached to this e-mail is the 2020 Annual Report. If you have any difficulties downloading or opening the report, please reach out to Brenda or myself for assistance. Hard copies of the report are available and will be delivered to those who are unable to access the report.

Attendance: you will be able to connect to the meeting though Zoom by internet or by telephone.

- Each person will have to be admitted to the meeting by the Moderator to ensure confidentiality.
- You can join the session between 10:15-10:30am or from 10:50-11:00am.
- You will not be able to be admitted once worship has started – so please give yourself enough time!
- *By internet:* use this link
 - <https://us02web.zoom.us/j/87682661046>
- *By telephone:*
 - Dial one of the numbers below:
 - 204 272 7920
 - 587 328 1099
 - 778 907 2071
 - Enter the meeting ID/code:
 - 876 8266 1046
 - Press “#” twice
 - *(you do not need to enter the meeting code twice)*
 - Wait to be admitted to the meeting by the moderator.
 - Press *6 to mute and unmute your phone

Motions: the standard motions that we need to make at the meeting are also attached to this document. For convenience, the Mover and Second of each motion has been listed. If you have any question concerning this process, please reach out to Rev. Gushue prior to the meeting for explanation.

Participation: to ensure that the meeting runs smoothly there are several procedures that we will need to follow:

- **Muting:** we ask that everyone “mute” their device. This is so that any background noise in your home will not be heard – this will make it easier for everyone to hear better.
- **Voting:** when the vote is called those on camera will be asked to raise their hand at the appropriate time. Those on the phone – will be given the opportunity to “voice” their following the on-camera count. This is to ensure that the moderator has time to hear and see everybody’s vote - and to ensure that all people are heard.
- **Expressing Gratitude:** Everyone attending the meeting will be given 15-30 seconds to express gratitude to someone or something. We would ask that you take time prior to the meeting to consider that for which you are thankful and to whom you would like to express gratitude, to ensure that everyone has a chance to speak in a timely manner!