

### **Instructions for attending and participation at the Annual Meeting, January 30<sup>th</sup>, 10am.**

This year, OFLC will offer the option to attend and participate in the Annual Meeting, held January 30<sup>th</sup> after worship. If you would like to exercise this option, please follow these directions:

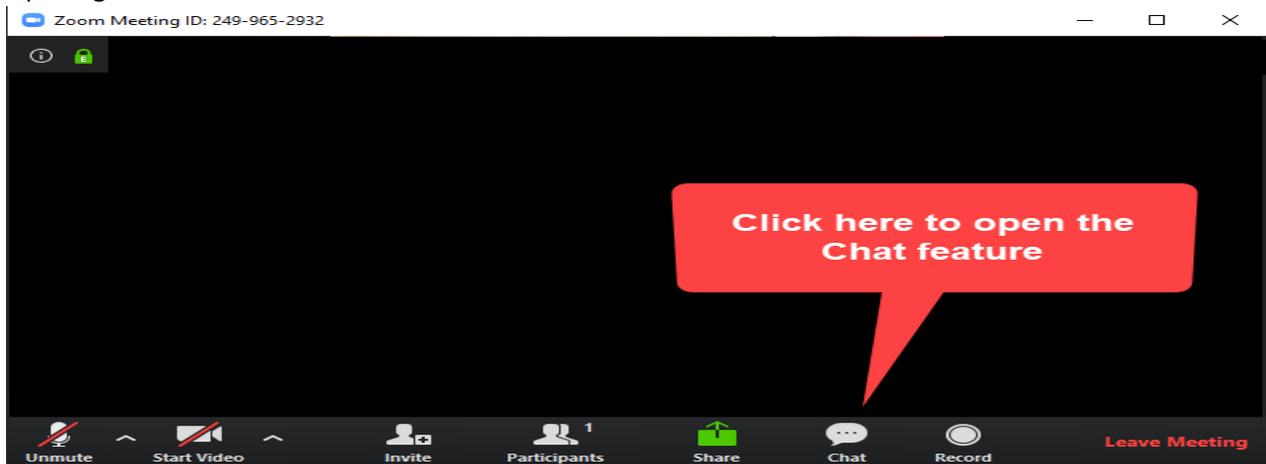
1. Zoom will be utilized as the means for attending and participating in the Annual Meeting. The link can be made available to you by the following methods:

- [www.ourfatherschurch.org](http://www.ourfatherschurch.org) (A link '2022 Annual Meeting' will be on the home page. Click on this link to find the Zoom link. You will also find meeting materials here as well – agenda, budget, annual report, voting information)
- OFLC Facebook page (posted the morning of Sunday, Jan 30<sup>th</sup>)
- Mass text message (link will be in the text message, sent out 30 minutes before the Zoom room opens)

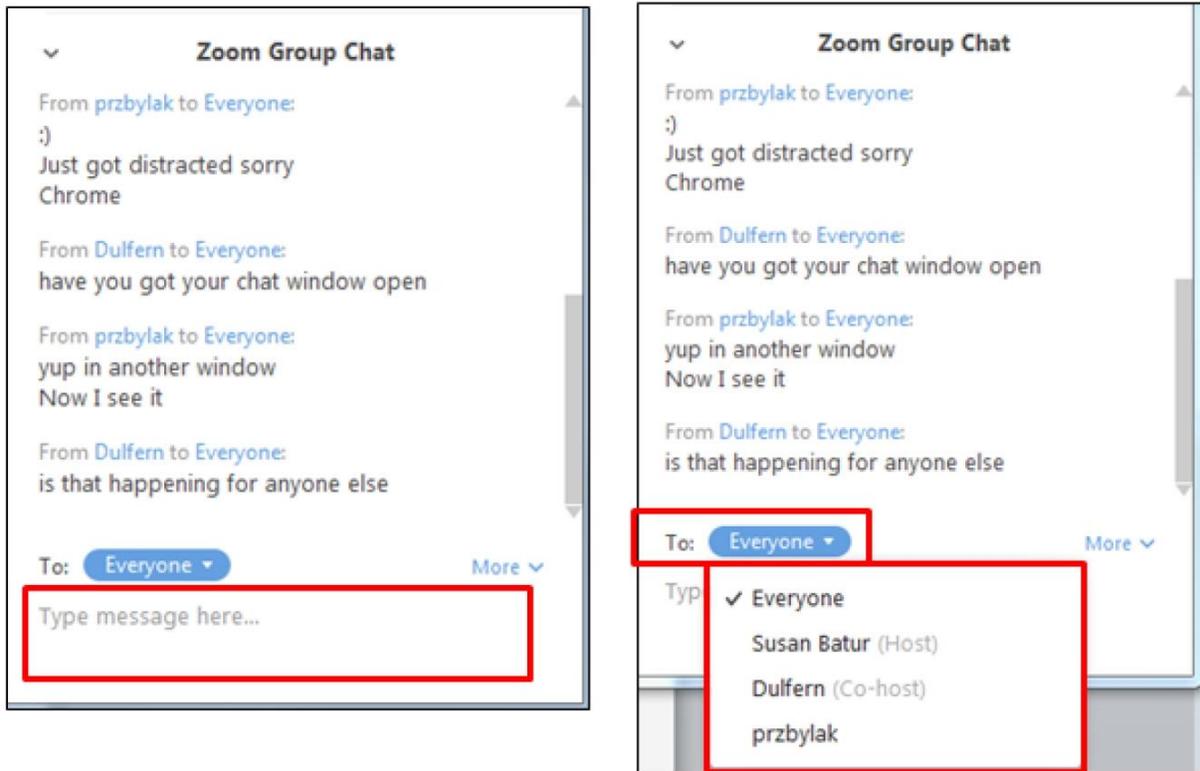
2. The Zoom room will open at 10am, with the meeting starting shortly after this time, and no later than 1030am. It is recommended you log on between 10 and 1010 am to ensure you are present and counted for the purposes of establishing a quorum.

3. Check in: Once you are admitted into the meeting, please use the chat function to “register” by typing the names of all persons participating via your device, followed by the number to “everyone.” For example, **“Aaron and Kelly Fuller – 2.”**

Opening the Chat box:



Chat box:

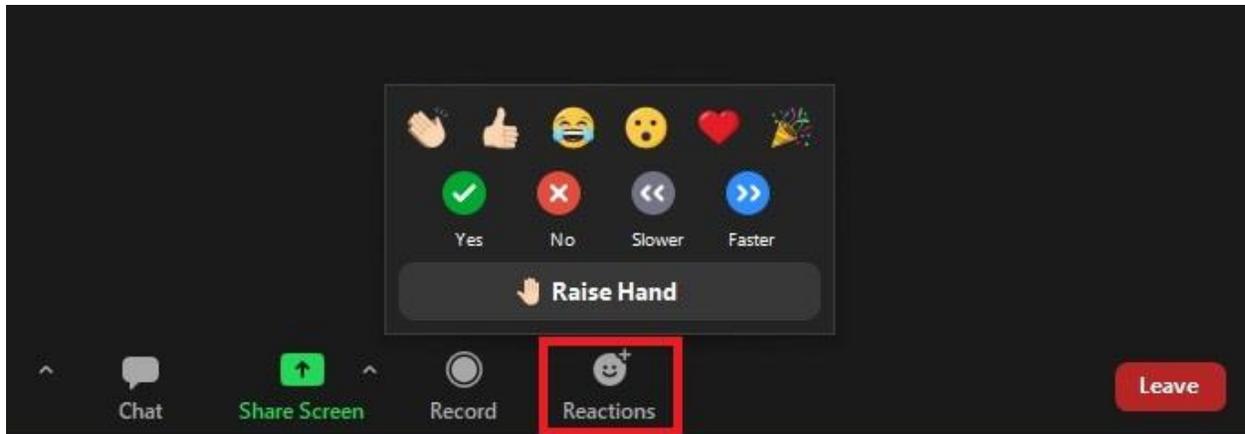


4. You will use the chat function to communicate with those in-person during the meeting. At any time, you may type a question into the chat box, and the administrator will forward the question on to the speaker to be answered. Questions that are asked by those in person will also be typed into the chat so you can understand what the speaker is responding to.

5. Motions. Making motions and seconding motions can only be made by those attending in-person. The administrator will type the motion and if it is seconded into the chat box. If you have an objection or question, you may type your question into the chat box and it will be addressed before the congregation proceeds to voting.

6. Voting. Voting will happen by two means: consensus and individual voting.

Consensus voting: This is similar to voting “aye” or “nay.” you will utilize the “reactions” function in zoom. You will click on ‘reactions’ on the bottom menu, and click ‘yes’ or ‘no’ to indicate your vote. **For multiple people participating on a single device, you should only click ‘yes’ if EVERYONE is voting yes. Otherwise, you should click and vote ‘no.’**



Individual “ballot:” If individual ballot is utilized, you will utilize the private message feature on zoom chat as follows:

- Select “Our Father’s” from the drop down menu of names. “Host” should appear in parentheses to Our Father’s.
- Send a private message with your vote, along with the number of persons voting (if multiple people watching on one device). For example: “Yes-1” or “Patty Smith-2”

Private Chat screen will look like this when you submit a private message (names being different, of course!):

From Student to Everyone:

Hello!

How are you doing today?

From Me to Student: (Privately)

Hello Student!

To: Student ▾ (Privately)

Type message here...

If you have questions at any time during the meeting, please contact Pastor Aaron at 612-963-8328 and he will assist you!