

Guidelines for Attending a Hybrid Presbytery Meeting

Pre-Registration

Use the link found in the Call to the Meeting to pre-register your attendance. You will be directed to a registration page, where you will be asked to enter your name, contact information, role at the presbytery meeting, and whether you intend to participate in person or online. We also ask that you enter any “Minister Milestones” to be celebrated and joys and concerns to be lifted up in prayer. When you submit your registration, you will be directed to a page that gives the zoom link for the meeting. This link will be posted to the presbytery meetings page at www.carlislepby.org on the day of the meeting.

Upon Arrival

For the duration of the COVID-19 pandemic, those attending in person are asked to abide by current protocols for the health and safety of all. This may include masking and distancing, regardless of vaccination status. Guidelines to be followed at each meeting will be announced with the call to the meeting.

If in person, stop by the registration table to pick up a name tag and initial the registration list

Help yourself to refreshments, visit the restroom and locate the meeting space

If on Zoom

When you are admitted to the meeting, check your Zoom square and make sure your full name and identifying credentials appear:

TE (Teaching Elder)

REC (Ruling Elder Commissioner)

CP (Carlisle Presbytery committee chair/ officer/Council member)

CCE (Certified Christian Educator)

CRE (Commissioned Ruling Elder)

Note the following online meeting etiquette guidelines

- **Be webcam-ready:** Attendees are asked to turn on webcams throughout the meeting.
- **Manage background noise:** As a best practice, please mute your microphone when you are not speaking.

- **Optimize your setup:** Please be mindful of your background and lighting. Position your webcam at eye level.
- **Improve your connectivity:** For the best internet connection, disconnect from any networks and close out of all other applications on your computer.
- **Test your Zoom to prepare for the meeting:** Check to see you are using the most recent version of Zoom; familiarize yourself with its features: test your audio, navigate to the chat, mute and unmute, learn how to enter your name and identifying credentials, learn how to toggle between Speaker and Gallery views.

During the Meeting

To follow the meeting content: A powerpoint visible to those on-line and in-person will guide presbyters through the docket.

Presbyters in attendance as commissioners (whether in-person or online) are responsible for accessing the meeting materials posted to the presbytery meetings page at www.carlislepby.org. You may either print the documents and bring them with you to the meeting or bring a laptop. Although there will be WiFi access to the internet, it is recommended that you download meeting materials to your computer, to ease the demands on the internet band-width in the meeting space. If you are participating online, make sure you are able to access the materials while signed into Zoom.

To be recognized by the moderator: In person, raise your hand and wait to be called upon by the moderator; On-line, use the raise hand icon in the participants panel and wait to be called upon by the moderator.

When speaking: In person, come to a microphone so that everyone participating is able to hear. Online, make sure your computer microphone is unmuted. Whether in person or on-line, identify yourself by name, ministry setting, and role. When you have finished speaking, mute your microphone.

To vote: Follow the instructions given by the moderator

To give an offering: The worship of the presbytery includes an Offering. At the time of the call to the meeting, the local mission partner designated to receive the proceeds of the offering will be announced. Presbyters may give through the **Give Now** button on the presbytery's website, through the **Give +Plus** App downloadable to a cell phone or by **mailing a check** payable to the Presbytery of Carlisle.