



Online Congregational Meeting Guide

March 2022

The March 13 Annual Congregational Meeting will be hosted online via Zoom. All who are part of the First Pres community are welcome to attend the meeting, but only First Pres members may ask questions, comment, and vote.

- You must individually register in order to vote.
- Those without a computer, tablet, or smartphone will be able to call in.

To help those who are newer to Zoom or want a refresher, this guide has screenshots and examples for each of the steps to participate in the meeting. For support prior to the meeting, please email info@fpckerkeley.org.

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Snapshot: How the Congregational Meeting will work on Zoom


Being on Zoom will look differently than being in person; here are some key differences:

- **Registration:** Attendees are required to [register](#). You must individually register in order to vote.
- **Speakers:** The main speakers will have audio un-muted and video live. These are the people who would speak from the pulpit during an in-person meeting.
- **Attendees:** All other attendees will have audio muted unless called upon by the Moderator. We encourage you to turn on your video!
- **Voting:** Every member must join from their own device with their unique link, so that each member's vote can be counted (one person, one registration, one device). You can watch the same screen as others, but you will also need to be logged in on a separate device to vote.
- **Participation:** Attendees will see slides used during the meeting and may fully participate via the Chat, Polling, and Reactions tools.

Registering for the Congregational Meeting

To track attendance and ensure a quorum and orderly vote (we are Presbyterian, after all), all attendees are required to register. [Click here to register](#); we encourage you to register early to ensure that technical issues are addressed. However, you will still be able to register on the day of the meeting.

Topic	First Pres Berkeley Annual Meeting
Description	Gather to celebrate another year of ministry, review this coming year's budget, and elect new church leadership. All are welcome to attend, but only members may vote, comment, or ask questions. Each registrant will receive an email confirmation with a unique link to attend the meeting.
Time	Mar 13, 2022 01:00 PM in Pacific Time (US and Canada)




First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>

Are you a registered member of First Pres?*

* Required information

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

I'm not a robot 
reCAPTCHA
Privacy - Terms

When you register, you will be asked for your name, email, and to confirm your First Pres membership status. None of this information will be used beyond the registration and login for the meeting.

Email Confirmation

Following your registration, you will receive an email confirmation. This email will have the unique link you will use to join the congregational meeting. If you like, you can save the information to your Outlook, Google, or Apple calendar.

Thank you for registering for First Pres Berkeley Annual Meeting. You can find information about this meeting below.

First Pres Berkeley Annual Meeting	
Date & Time	Mar 13, 2022 01:00 PM Pacific Time (US and Canada)
Meeting ID	885 1220 2558
Passcode	337793

Please submit any questions to: info@fpcberkeley.org.
You can [cancel](#) your registration at any time.

WAYS TO JOIN ZOOM

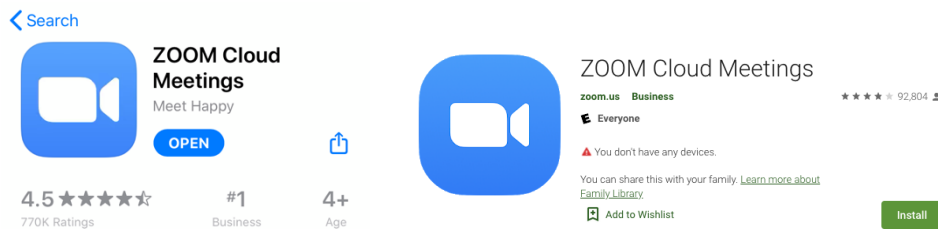
1. Join from PC, Mac, iPad, or Android

[Join Meeting](#)

Updating / Downloading Zoom

Prior to the meeting, check to see that your Zoom is up-to-date.

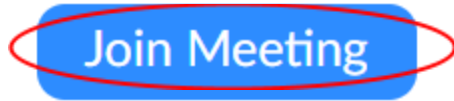
If you have not used Zoom before and plan to use an iPad, iPhone, or Android Device, you will need to download Zoom from the App Store or Google Play Store. Navigate to the Store and search for “Zoom Cloud Meeting.”



Logging into the Meeting

On the day of the meeting, you will log in to the congregational meeting by clicking the unique link sent to you by email. **You CANNOT use someone else’s link; please do not forward your link to others.**

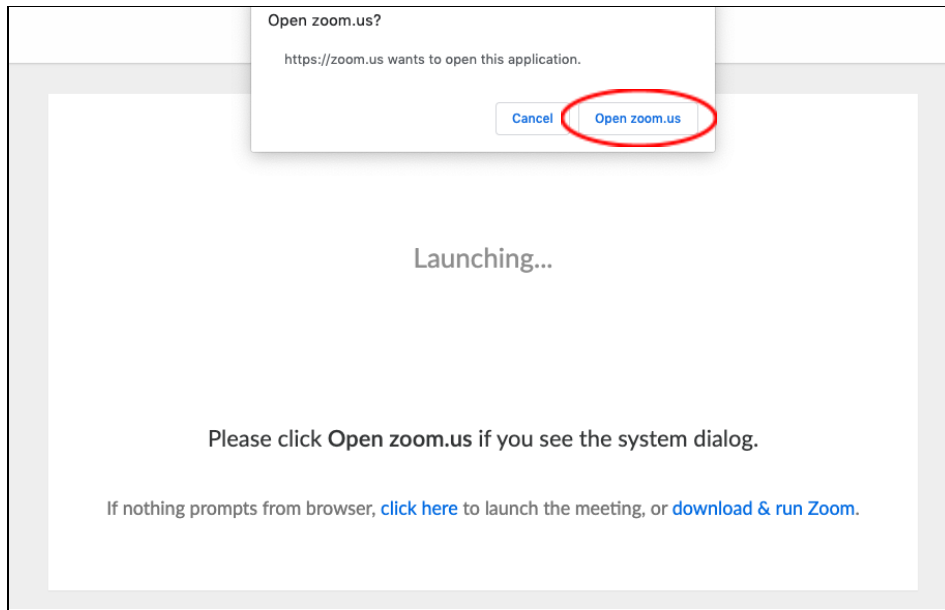
1. Join from PC, Mac, iPad, or Android



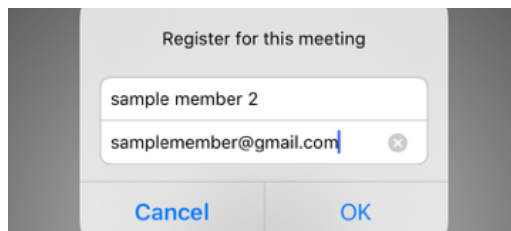
If the button above does not work, paste this into your browser:



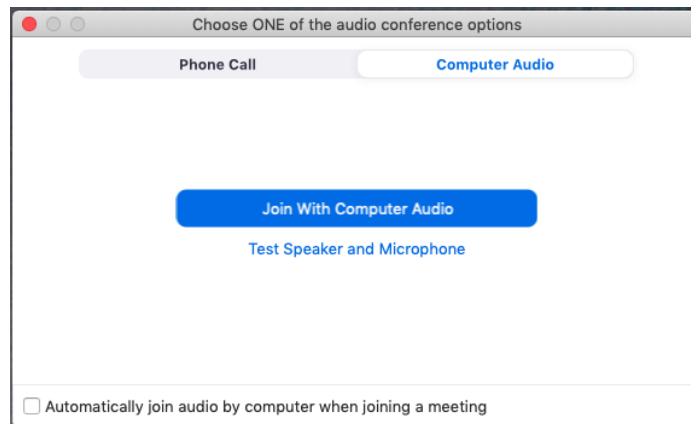
On your phone, this should open the Zoom app and bring you into the waiting room for the meeting. On your computer, you may need to allow permission by clicking “Open zoom.us”.



If you are logging in from a device that Zoom does not recognize, you may be asked to enter your name and email address again. **Please use your full name**; we will be checking attendees against the First Pres membership roster to ensure a quorum.

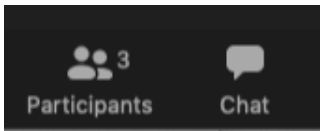
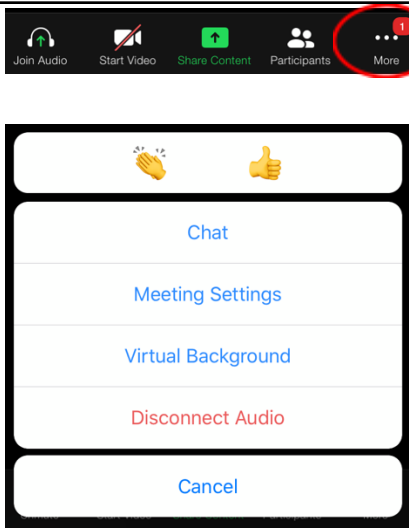
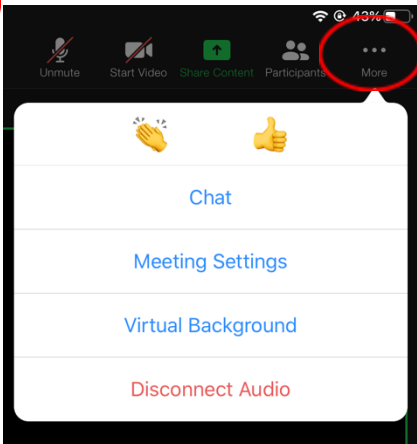


When Zoom opens, you will be prompted to connect your audio. The easiest way is to use the audio on the device, such as your computer or iPad. You will have the option to dial in using a phone by clicking “Phone Call.”



Participating in the Meeting

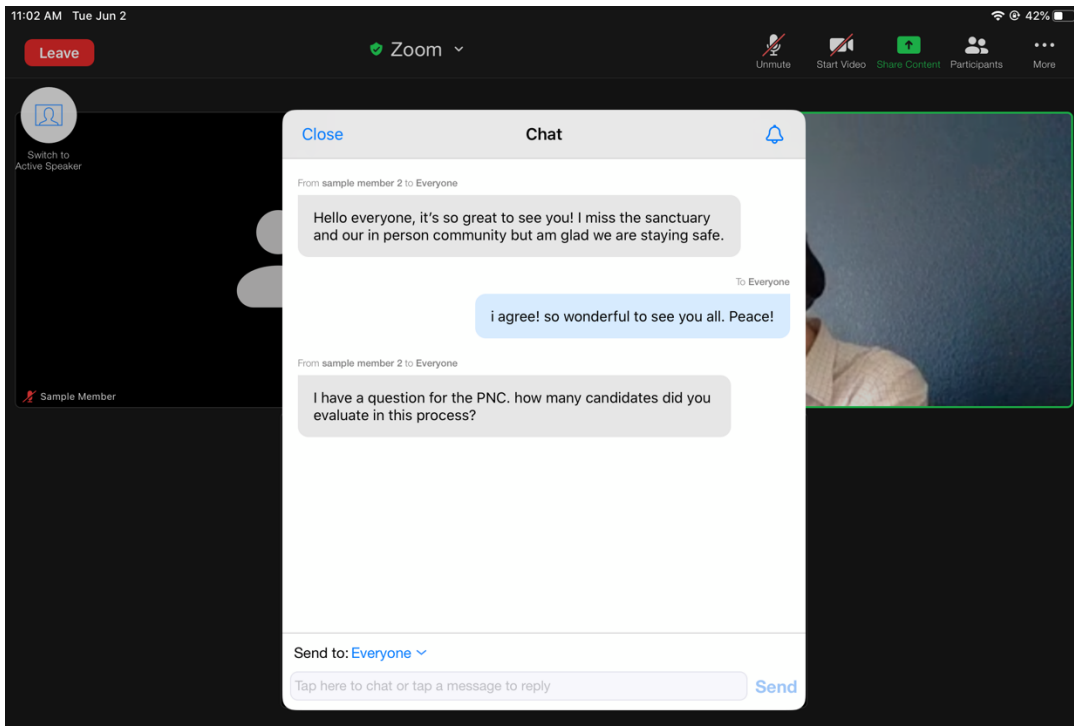
Attendees may participate in the meeting via Zoom’s Chat, Polling, and Reactions tools. The location of the tools you will use varies by device:

Computer (e.g., Desktop/Laptop)	Smartphone (e.g., iPhone, Android)	Tablet (e.g., iPad)
Chat, Reactions, and other functions are located along the bottom of the Zoom window.	Chat and Reactions are located in the “More tab,” which you will see at the bottom of the screen.	Chat and Reactions are located in the “More tab,” which you will see at the upper right of the tablet screen.
		

Chat Tool: Asking Questions

The Chat tool will be used by members to ask questions in the meeting. During open discussion time, the moderator will review the chat and answer questions aloud. If appropriate, the moderator may direct the question to another speaker.

To send a Chat, click on the Chat button. This may open a new window. You will have the option to send a Chat to the “Hosts” to ask a question to the Moderator.

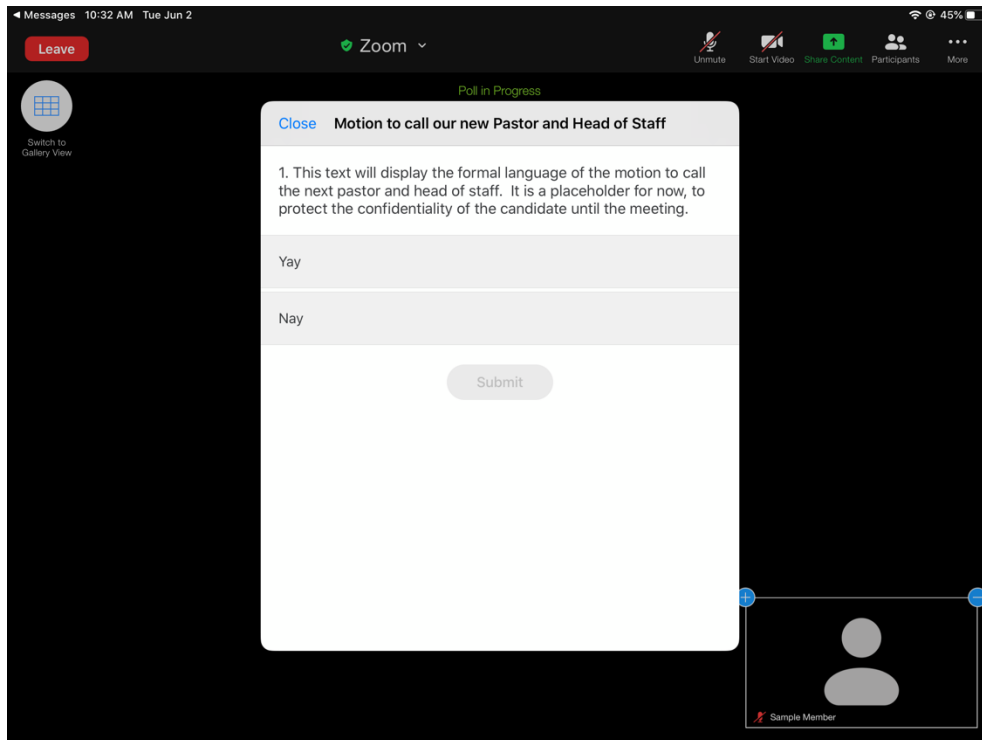


Polling Tool: Voting on Motions

When it comes time to vote on motions, members of the congregation will vote through the Polling tool. Once a motion is made and seconded, a poll will appear in the Zoom window. Once you have submitted your vote, a window will pop up to acknowledge your participation in the poll. After a period of time for members to vote and results to be validated, the Moderator will announce the poll results to attendees.

- Members: select “Yay” or “Nay” or “Abstain” to register your vote.
- Non-members: do not vote, simply close the poll.

Sample poll screenshot:



Reactions Tool

The Reactions tool allows you to send an emoji, such as a virtual “thumbs up” or “applause.” Look for the “More” menu on an iPad/iPhone and “Reactions” on a computer.

Other Questions

What is the recommended way to join the meeting?

If possible, we encourage you to join via a laptop or desktop computer with strong internet connection.

What if I don't have a computer, phone, or other computing device?

While full Zoom functionality is not available without a device, it is possible to join the meeting using an audio-only phone. You will not be able to see slides, video, or chat, but you will be able to hear the discussion in the meeting. Unfortunately, due to technology limitations, if you dial in, you cannot vote on the motions.

Once you register, you will receive "Join via Audio" instructions in the confirmation email. If you are not able to register, please call the church office at (510) 848-6242 during business hours (before the day of the meeting).

My Zoom looks different from the screenshots here.

If your Zoom is not upgraded to the latest version, your experience may look different. Upgrading is free through the Zoom app. (You do not need to upgrade to join the meeting.)

How can I get help?

We want to make this meeting as accessible as possible. For support prior to the meeting, please email info@fpckerkeley.org.