**A close up of a map

Description automatically generated**

**Zoom Room Instructions**

**And Other Information**

**To Get onto Zoom Room for the Meeting:**

From a Smart-Phone, Tablet (the Dem/Gaz tablet will work), or laptop or computer click on this link: <https://zoom.us/j/8271054504>

The password for the meeting is: trinity (don’t capitalize the “t”)

**Who to Contact if you Need Help with Zoom Room:**

Call one of the following during the meeting if you can’t figure out how to do something:

* Stewart Smith – 479.466.0195
* Carol Clark – 501.563.6279
* Julie Price – 501.626.6477
* Sam Highsmith – 501.231.1005
* Vernon Markham – 501.352.1797
* Brianne Christiansen – 712.240.3122
* Kim Palmer – 903.267.3548
* Maggie Alsup – 405.640.9925
* John Arnold – 903.908.5489
* Blake Brinegar – 870.321.9102
* Elizabeth Brinegar – 601.341.6395
* Kade Curry – 501.827.9550
* Becky Purcell – 479.957.5567

**Please Make a “Name-Tag” as soon as you get onto Zoom Room:**

If you click on the rectangle with your face in it, in the upper right-hand corner you should find three dots. One of the options shown is to rename yourself. Your name is listed at the bottom left of your rectangle.

Please rename yourself with the following information:

Whether you are a RE, CRE, CCE, MWS, or no designation, followed by your first and last name, then followed by your town. If your town has more than one church list the church name instead.

Examples: MWS Kade Curry, Springdale

RE Ted Belden, FUPC Fayetteville

Madison Smith, Second Little Rock

**Please Don’t Mute Yourself!**

Please do not mute yourself! The Host of the meeting will control the muting function of all participants.

**Customizing Your Zoom Room Screen:**

In the upper right hand corner of your screen you have the option of choosing “Gallery View” or “Speaker View.” “Gallery View” will show lots of small rectangles of all participants. The rectangle of whoever is speaking will have a light around it.

“Speaker View” will show the person who is speaking as a larger rectangle, and only a few other rectangles with faces will show up on the side or top of the screen. There will be times when the Host of the meeting will control the screen that you see, but you always have the option of taking back control by clicking on “Gallery View” or “Speaker View”.

**When and How to Chat:**

“Chatting” is a way to have one-on-one conversations with anyone at the meeting or to send notes to the whole group, and will only be available during the Prelude and Preliminary times before the meeting and during the Coffee Break. Beside the “Participants” option on the bottom of the screen there is a “Chat” function. Using the Chat function allows you to send a note to all, or to just send a note to one person.

**New Presbytery Website:**

[**http://www.presbyark.org**](http://www.presbyark.org/)**!!!!**

Please no longer use the old website, presbyteryofarkansas.org, as the information on it is obsolete.

**Who Can Speak at a Meeting of the Presbytery:**

* Everyone who has permission to vote, plus:
* Anyone granted “privilege of the floor”
  + Corresponding members enrolled through the Consent Agenda
    - MWS and REs from other presbyteries
    - Pastors of other Reformed denominations
  + Those requesting privilege of the floor and granted that request through the Consent Agenda, including:
    - Those who must speak through reports of committees
    - Others who send requests for privilege of the floor to the Stated Clerk prior to the meeting.

**How to Raise Your Hand to Speak:**

If you wish to speak to a motion, or if there is some other reason that you wish to address the body, please raise your hand through the Zoom Room function – physically raising your hand will not get you in a line to have your question addressed because the host is not always seeing all of the faces in the rectangles.

To raise your hand, again click on the Participants button on the bottom of your screen. Under the names of the participants on the right-hand side of the screen are options, including the option to raise your hand. Raising your hand will put you in a line for the Host to recognize you. Don’t forget to put your hand down after you’ve been recognized!!!

**Who Can Vote at a Meeting of the Presbytery?**

* All Ministers of the Word and Sacrament enrolled as members of the Presbytery of Arkansas
* Elected Commissioners who represent their Session/Congregation
  + One commissioner of churches of 300 or fewer members
  + Two commissioners of churches with 301-1,000 members
  + Three commissioners of churches with 1,100-1,500 members
  + Four commissioners of churches with 1,501-2,000 members
* Ruling elders elected as officers, moderators of committees, members of the Coordinating Team, General Assembly commissioners, or serving as a Commissioned Ruling Elder (CRE) or Certified Christian Educator (CCE).
* Pastors of other denominations enrolled as a Temporary Member of the Presbytery of Arkansas

**How to Vote:**

* If you are on a laptop, tablet, or smart phone:
  + Click on the word “Participants.”
  + A list of participants should show up, probably to the right of the screen.
  + Below the list of participants are the options to raise your hand to speak, or to vote yes or no, and other options.
  + Click “yes” or “no.”

**To Provide Feedback on this Meeting:**

Please check your email for a survey from Survey Monkey! Please answer the questions as soon as possible so that your impressions on the meeting will be in the front of your mind, and so the responses may be compiled and shared with the team who planned the meeting, and with the Coordinating Team so that they may plan future meetings.

**Presbytery of Arkansas Staff:**

* MWS Stewart Smith – General Presbyter
* MWS Leslie Belden – Stated Clerk
* MWS Carol Clark – Presbytery Builder
* RE Julie Price – Presbytery Connector
* Brianne Christiansen – Director of Youth and Young Adult Ministries
* Kim Palmer - Administrator

**Elected Officers of the Presbytery:**

* MWS Marion Humphrey – Moderator
* RE Julie Gillaspy – Vice-Moderator
* RE Bob Boehmler - Treasurer
* RE David Stricklin – Coordinating Team Moderator