

Presbytery of Santa Fe Stated & Annual Meeting

Special Zoom Procedures

Participation in this meeting requires access to an internet-connected device such as a computer, tablet, or smartphone. This device should also have a microphone and a video camera. Participants can also call in from a landline, but this is not recommended.

If you do not have access to the necessary equipment, please reach out to your church for possible options and assistance. You can also call Tiffany at 505-688-5182 to discuss solutions.

1. You can name or rename yourself when you enter the meeting. Please name yourself with your title RE (Ruling Elder), (MWS) Minister of Word and Sacrament or CP (Commissioned Pastor). You can then state your name. And finally, state which church you are from. You can edit your name by clicking on the dot menu on your video.

So, for example, RE Tiffany Lo-Finch, Covenant ABQ

2. You will be muted upon entering the meeting, but you can ask to be recognized to speak to an issue. Instructions are below. When you are recognized, we will be asked to unmute.

How to raise your hand in Zoom

1. During a meeting, click on the icon labeled "Participants" at the bottom center of your PC or Mac screen.
2. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand."
3. Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."

The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised. If you are joining by phone and wish to speak, please hit *9. It is important to let Tiffany know if you are joining by phone.

3. Most of the votes will be conducted by polling. The question being voted on will appear on your screen. You will then vote yes, no, or abstain and hit submit. You will be given a certain amount of time to register your vote. Then the results will be shown on your screen. If you are joining by phone, you will be instructed to hit *9 in order to vote yes (and then followed by a no vote). *Ex-officio and non-voting members should select "Not a voting member" for every vote.*

4. Documents for the meeting will be posted on the [Presbytery website](#) under the *Presbytery Meetings* tab. We will also show documents up for discussion during the Zoom meeting. We are not able to provide printed documents for this meeting.

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Zoom Help

1. If you would like to see a video about how to join a meeting you can use this link: [Joining a ZOOM Meeting](#) (Youtube Tutorial)

When you click on the link to run the Zoom meeting from the email you received after registering, you may be required to hit a second button "Open Zoom Meetings". Your screen may ask if you want to join with Computer Audio (click on Join with Computer Audio). You also may be required to Start Video which will be at the bottom left of your screen.

2. Denver Presbytery has created this video that gives a good introduction to Zoom and our procedures for the meeting: [Denver Presbytery tips for Zoom presbytery meeting participation](#)
3. We can setup a practice session with anyone who would like to prior to the meeting. Call Tiffany at 505-688-5182 for any assistance.