

**ST. LUCAS UNITED CHURCH OF CHRIST****GUIDELINES FOR ELECTRONIC MEETINGS**

The following guidelines are intended to be used at St. Lucas United Church of Christ electronic meetings when an in-person meeting is not possible or in conjunction with an in-person meeting if needed. These meetings would include:

- **Congregational Meetings**
- **Council Meetings**
- **Board and Committee Meetings**

When meetings are conducted by electronic means, members of the church will each get one vote, but possibly several members could be sharing the same device. Members should take advantage of all of the tools available on the electronic format used, such as the ability to count votes, hand-raising recognition features, etc. Some of the ways to successfully do this would be:

1. The President or Chairman will send out a notice of the meeting with the link, time of meeting and password prior to the meeting. Regarding Congregational Meetings, participants will register with the church office by completing a registration form. Once completed, participants will receive an email with Zoom instructions and meeting information.
2. The President, Chairman or Host should open the link for the meeting at least 15 minutes prior to the meeting, 30 minutes prior for a large meeting such as a Congregational Meeting.
3. Concerning Congregational Meetings, all participants should identify themselves by name or by phone number if there is no face shown. If there is only a phone number shown, participants should identify their name to the Host. Participants who will not identify themselves to the Host will be removed from the Congregational Meeting.
4. Each meeting participant is responsible for their own audio and internet connection. No action shall be invalidated because a member loses connection on their end.
5. The President, Chairman or Host can mute someone who has a bad connection that causes interference with the meeting. The President or Chairman or Host also can mute a participant causing unnecessary disruption.
6. The President or Chairman shall specify prior to the start of the meeting the method of recognizing any participant who wishes to speak.
7. The President or Chairman will identify the procedure for making a motion or for voting.

*(Attached please see instructions for using the Zoom software which St. Lucas is currently using as of April, 2021.)*