



# ELIM LUTHERAN CHURCH

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## OFFICIAL NOTICE

### A CONGREGATION MEETING OF ELIM LUTHERAN CHURCH OF PETALUMA, CALIFORNIA

will be held

**SUNDAY, MAY 16, 2021 AT 12:00 PM PDT**

via

### ZOOM CONFERENCING SOFTWARE

All voting members are strongly encouraged to attend.

Additional information pertinent to this meeting is contained on the following pages, including:

- Proposed Agenda
- Text of proposed bylaw amendment referred by the Leadership Team
- Members nominated for election to leadership roles by the Nominating Committee
- Virtual Meeting Participation Guide
- Pre-meeting Q&A sessions: schedule and connection information

The Annual Report, containing important information to be used at this meeting, will be distributed to you by May 10, 2021. Watch the same inbox in which you received this message for a copy.



**Proposed Agenda**  
**Elim Lutheran Church Congregation Meeting**  
**May 16, 2021 at 12:00 PM PDT**

Members are encouraged to join the meeting beginning at 11:30 AM in order to register their attendance with the secretary. The meeting will be called to order at 12:00 PM.

1. Opening
  - 1.1. Call to order
  - 1.2. Opening prayer
  - 1.3. Instructions on voting and test vote
2. Adoption of the agenda
3. Approval of the minutes of the annual Congregation Meeting of May 19, 2019
4. Reports of the Officers, Boards, and Standing Committees
  - 4.1. Pastor's report
  - 4.2. President's report
  - 4.3. Treasurer's report
  - 4.4. Leadership Team Report on Reopening
5. General Orders
  - 5.1. Motion to amend the bylaws to permit virtual and mixed congregation meetings
  - 5.2. Presentation and adoption of the 2021–22 budget
  - 5.3. Elections
6. New Business (motions from the floor)
7. Open Forum (comments, questions, discussion from the floor)
8. Closing
  - 8.1. Closing Prayer
  - 8.2. Adjournment



# Motion to Amend the Bylaws

## To Permit Virtual and Mixed Congregation Meetings

The Leadership Team has referred the following amendment to Elim's bylaws to the Congregation Meeting and recommends its approval:

RESOLVED, that the Leadership Team refers to the Congregation Meeting a motion to amend bylaw C10.00.01 of Elim Lutheran Church in its entirety to read:

1. It is the desire of this congregation to hold Congregation Meetings in person at a physical location whenever possible, while making accommodations for members who are unable to attend meetings in person and for prevailing conditions that might render in-person meetings unsafe or impractical.
2. To this end:
  - a. if the Leadership Team, in its sole discretion, finds that, due to prevailing conditions expected at the time of the meeting, the meeting cannot be held without an unacceptable level of risk to the member's personal safety and/or health, the meeting may be held entirely using virtual meeting technologies;
  - b. otherwise,
    - i. the meeting shall be held in whole or in part at a physical location, and
    - ii. the meeting shall be held in part using virtual meeting technologies unless the Leadership Team, in its sole discretion, finds it impractical to do so.
3. Any Congregation Meeting being held at a physical location shall be held:
  - a. at the congregation's principal location, whenever possible; or
  - b. at another suitable facility within the borders of the City of Petaluma, if the congregation's principal location is not available or otherwise suitable.
4. All notices of Congregation Meetings provided to members must provide sufficient information for members to locate and attend the meeting at any physical or virtual venue available for the meeting.

The bylaw that is being replaced currently reads, in its entirety: "Each meeting of this congregation shall be held at this congregation's principal location unless an alternative location within the city limits of Petaluma, California is specified in the notice for the meeting."

The Leadership Team recommends the adoption of this additional bylaw to make it easier in the future to hold congregation meetings either as combined on-site and virtual meetings or as purely virtual meetings and to ensure that whenever possible, the meeting is held on-site. In a non-pandemic year, the effect of the bylaw will be that congregation meetings will be held on-site, with members having the option to attend online unless the Leadership Team determines that providing the online component would be impractical under current conditions. In a year where health or safety concerns would argue for not gathering as a group, the Leadership Team will have the ability to convene a purely virtual congregation meeting.



# ELECTION BALLOT FOR 2021-22

The nominating committee composed of Robin Merrill, Audrey Norman, Brian Tolson, Doris Widger, and Bridget Winterboer present the following slate of candidates for the term of May 16, 2021, through May 31, 2022. Nominations may also be made from the floor at the annual church meeting.

## Leadership Team Officers

(1-year terms)

- President: Laine Gen
- Vice President: Walt Griffith
- Secretary: Suzy Sellai
- Treasurer: Andrea Nortz
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Leadership Team Members- At-Large

(vote for 3; 1-year terms)

- Cindy Skanderson
- Karen Pesutich
- Kevin Jensen-Unger
- \_\_\_\_\_
- \_\_\_\_\_

## Mission Endowment Fund Board Members

(vote for 4; 1 for 1-year, 1 for 2 years, 2 for 3-years)

- Phil Sorenson (1-year term)
- Catherine Winters (2-year term)
- Roy Martinez (3-year term)
- Wendell Day (3-year term)

(Note: Brede Westby is already a member with his term expiring May 31, 2022)

## School Committee - Church Voting Members (vote for 2)

- Joëlle Harris (2-year term)
- Judy Peterson (1-year term)
- \_\_\_\_\_

## School Committee - Parent Representatives (vote for 2)

- Amy Button
- Kristen Fife
- \_\_\_\_\_

## 2022 Sierra Pacific Synod Assembly Delegates

(vote for 2, 1 female, 1 male; 1-year terms)

- Sue Barnes
- Ben Barnes
- \_\_\_\_\_

## Nominating Committee

(vote for 5; 1-year terms, cannot have served in past year)

- Rich Rodkin
- Cynthia Griffith
- Athena Labberton
- Jeanette Genovese
- Lou Navarro

# VIRTUAL MEETING PARTICIPATION GUIDE

This congregation meeting represents the first time the Elim has held a congregation meeting electronically rather than in person. It's a new experience for everyone involved, so let us be patient with one another as we make it work. The following sections provide information that will help you prepare for the congregation meeting and to have the best experience possible during the meeting.

## Hardware You Will Need

To participate in the online meeting, you will need the following hardware:

1. **Broadband internet connection:** your internet connection must have at least 2 megabits per second of available download bandwidth. Today, almost everyone has such as connection either through DSL, cable modem, satellite, or cellular data plan on a mobile device.
2. **A computer or tablet:** Elim strongly recommends that you use a computer or a decent-sized tablet such as an iPad or Android tablet for participating in the Zoom meeting. While it is technically feasible to join from a smart phone, the size of the screen will make it hard to see what is going on. It is possible for more than one voting member to participate in the Zoom session from a single device. For each group of 1 or more voting members who wish to participate in the meeting from the same device, you will need a computer or tablet with one of the following operating systems:
  - i. Apple macOS 10.9 or later (current version is 11.3)
  - ii. Microsoft Windows 7, 8, 8.1, or 10 (current version is 10)
  - iii. Apple iPadOS 13 or later (current version is 14.4.2)
  - iv. Google Android 5.0x or later (current version is 11)
  - v. One of the versions of Linux supported by the Zoom app and listed at <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.
3. **A camera and microphone.** Your device will need to be equipped with a camera and a microphone so that you can participate in the video conference. Participants must keep their cameras running throughout the meeting. Any built-in or add-on camera and microphone that allow your computer or tablet to see and hear you will work.
4. **A device to vote from:** Each voting member must vote from a separate web browser application. *By far the easiest way to do this* is for each family member to use a smart phone for voting. If you do not have a smart phone, you can use a web browser on any device, including the same device on which you are running the Zoom meeting. Each web browser can only register votes for one voter, so if you are going to have more than one person voting from a given device, you must have a different web browser installed for each person voting. In short, each voting member will need their own dedicated web browser from which to vote, and that web browser can be on any device that allows you to install one of the web browsers listed in the following section.

## Software You Will Need

1. **The Zoom App.** Before the meeting, please download and install the latest version of the Zoom Client for Meetings.
  - a. For computers, you can obtain the app from <https://zoom.us/download>.
  - b. For iOS devices, get the ZOOM Cloud Meetings app from the App Store (<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>).



- c. For Android devices, get the ZOOM Cloud Meetings app from Google Play ([https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en\\_US&gl=US](https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US&gl=US)).
2. **A Web Browser.** You will need a separate web browser for each person who is voting. The following web browsers meet the minimum requirements for our voting software:

Browser	Operating System	Minimum Version	Any Version Released Since:
Safari	macOS	7	October 31, 2013
Safari	iOS, iPadOS	6	January 27, 2013
Chrome	macOS, Windows, Linux	16	October 24, 2011
Firefox	macOS, Windows, Linux	11	January 30, 2012
Edge	Windows	12	July 8, 2015
Android Browser	Android	4.4	December 8, 2013
Opera	macOS, Windows, Linux	12.1	November 4, 2012

## Connection Information

For an easy way to get connected to Zoom and to our voting system, you can point your web browser to <https://elimpetaluma.org/annualmeeting> and click the buttons on that page to join the Zoom meeting and enter the voting system. *Note that you cannot use the viewer on that page to attend the meeting, it is only for non-voting observers to observe the meeting.*

### 1. Zoom Meeting

**Important Note 1:** You may use the dial-in phone number for your audio, but participation by audio only is not permitted by the meeting rules. You *must* have a Zoom session open where your face(s) is/are visible.

**Important Note 2:** The Zoom web application does not support all of the features that are needed for participation in our meeting. You must install the Zoom client application on your device. Clicking the link provided below will then give you the option of opening the meeting in the application, which you should do. Alternatively, you can open the app directly, select “Join Meeting” and then enter the Meeting ID and passcode yourself.

**Topic:** Annual Meeting

**Time:** May 16, 2021 12:00 PM Pacific Time (US and Canada)

Zoom meeting opens at 11:30, to allow you to come early to be registered as attending.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88290479664?pwd=RGdWSnFNK3BtVIBLS292NXpzMk82dz09>

If you cannot use your computer’s audio, you may dial in by phone to [+1 669 900 6833](tel:+16699006833).

**Meeting ID:** 882 9047 9664

**Passcode:** 008361

### 2. Voting Software

**Important Note 1:** Each voting member will receive an email from Elim with the subject “IMPORTANT: CONGREGATION MEETING VOTING CODE” several days before the meeting. Please save that code



**Evangelical Lutheran Church in America**

God’s work. Our hands.

someplace safe, as you will have to enter it in order to enable yourself to vote. Do not share that code with anyone else, as the voting system only allows one vote to be cast by a given code and if you give your code away, you give your vote away. If you do not receive a voting code, or have lost it, please contact Erin immediately at [erin@elimpetaluma.org](mailto:erin@elimpetaluma.org).

To connect to our voting software, point your web browser at:

<http://etc.ch/BRBY>

When you are asked to enter a token, enter the token that you received in your separate email from Elim.

### Special Rules of Order for Virtual Meetings

The following are special rules of order adopted by the Leadership Team for this meeting, to help us have an efficient and effective meeting. Unless they are in conflict with anything below, Roberts Rules of Order, Newly Revised, 12<sup>th</sup> Edition, are still in effect for the meeting.

1. **Using your real name.** Please set the display name on your client to the real first and last names of all voting members who are using that device. For example, a single person would show “John Doe”, two married people sharing the same computer could use “Jane & John Doe,” or “Jane Smith & John Doe” as appropriate. For a family, this might be a bit harder, e.g. “Jane, John, William & Stacy Doe.” When you log into the Zoom app as a guest, you can enter this name directly in the “Join a Meeting” window. If you have a Zoom account, you may need to edit your profile. Having the name correct will help speed the member registration period before the meeting.
2. **Keep your camera on.** The Congregation Meeting is a deliberative assembly conducted according to parliamentary procedure, which requires that the participants in a meeting be able to see each other. So, please keep your camera on throughout the meeting.
3. **Obtain the floor.** To obtain the floor to speak:
  - a. **Send a chat message to the presiding officer.** The chat window can be opened using the Chat button at the bottom of your screen. Your chat feature will be configured to only allow direct messages to the presiding officer. Send a message indicating the purpose for which you want the floor. The typical parliamentary niceties are not required, so for example, “Mr. President, I rise to a point of order!” can be shortened to “point of order”. Here are some typical actions you might take:

To:	Enter:
Make a motion	Motion by email Motion: “ <i>Text of motion</i> ” Motion: verbal <i>See the discussion of motions below</i>
Speak in debate	Speak for Speak against
Ask the presiding officer a question about parliamentary procedure	Parliamentary inquiry
Request for information related to the business at hand	Request information
Move the Previous Question, which if passed, stops all debate and proceeds to a vote.	Previous question
Move to adjourn the meeting	Adjourn





7. **Abstain.** When voting, there will be a “Present” option for someone who is present at the meeting but does not wish to vote. If you wish to abstain, please choose “Present.” This allows us to monitor the presence of a quorum at the same time that we tabulate votes. Voting present has no effect on the outcome of the vote.
8. **If You Need To Leave Early.** Of course we would love it if everyone could stay through the entire meeting, but we know sometimes that is not possible. If you do leave early, simply leave your Zoom meeting and do not respond to any further vote requests on your voting application (you might want to close that web page). You do not need to let the presiding officer know you are leaving; please don’t announce your departure in the chat.

## Other Questions

1. **This is all a bit overwhelming. Can someone help me figure it out?** Yes! If you are able to Zoom, please feel free to join one of the two Q&A sessions for members (see below). In addition, some of our more tech-savvy members are more than willing to help you get set up and figure out what to do. Please contact the church office ([office@elimpetaluma.org](mailto:office@elimpetaluma.org)) to be put into contact with someone. We recommend you do so as soon as possible as we might not be able to help you the day of the meeting.
2. **How can I attend the meeting if I don’t have the necessary equipment or software?** Each voting member must provide his or her own hardware and software to participate. The Leadership Team has endeavored to make the technical requirements as easy as possible. At this point in the COVID-19 pandemic, most people have had at least some experience with Zoom and web browsers. We are truly sorry if you are unable to attend due to lack of equipment or software, and we ask for your understanding. There has never been a way to hold a congregation meeting so that absolutely everyone can attend. In the past, homebound members have been unable to participate, but this year, for the first time, they can. In future years, once COVID is not a factor, we anticipate a best-of-both-worlds experience where attendance is possible either in-person or online—allowing us to reach more of our members than ever before.
3. **What do I do if I lose my connection during the meeting, or something else goes wrong?** Do your best to rejoin the meeting, including restarting the Zoom app, reloading your voting page, perhaps rebooting your device, etc. If a significant number of people are impacted by the same issue, we will recess the meeting temporarily to get it resolved. If a technical problem makes it impossible to continue the meeting even after a recess, the meeting will be adjourned at the call of the chair.
4. **I am not a voting member, but I’m interested in attending the annual meeting as a spectator. How can I participate?** Only voting members are permitted to participate in the Zoom meeting and electronic voting, because they have voice and vote. If you are not a member but want to watch the meeting as it is going on, you can watch it on Elim’s website at <https://elimpetaluma.org/annualmeeting>.



## Q&A SESSIONS

The Leadership Team has scheduled two online meetings before the Congregation Meeting. These are informal sessions during which members can pose questions to the Leadership Team about the content of the annual report, and budget. We will also spend time at the start of each meeting practicing the procedures for the meeting, including voting. For the practice, you will need your voting code.

You are welcome to attend one or both meetings.

### Wednesday, May 12, 2021 at 7:00 PM

**Topic: Q&A Session #1**

**Time:** May 12, 2021 07:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84866004485?pwd=S24yeHBuWktReHJpaUhlVnJHdFhOQT09>

**Meeting ID:** 848 6600 4485

**Passcode:** 648378

Dial by your location for audio if needed

[+1 669 900 6833](tel:+16699006833) US (San Jose)

Meeting ID: 848 6600 4485

Passcode: 648378

### Thursday, May 13, 2021 at 12:00 PM

**Topic: Q&A Session #2**

**Time:** May 13, 2021 12:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89601595067?pwd=dGwvamNzczJNTTF1TzdORIM0QkFhQT09>

**Meeting ID:** 896 0159 5067

**Passcode:** 401458

Dial by your location for audio if needed

[+1 669 900 6833](tel:+16699006833) US (San Jose)

Meeting ID: 896 0159 5067

Passcode: 401458

