

Guide to Synod Meeting – 9th October 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/82240608246?pwd=K2JWRmNTYlK3bURreVNSN3cza2IDUTog>

Meeting ID: 822 4060 8246

Passcode: 445291

This will be the third 'virtual' Synod Together meeting. Many things will continue to remain different from an 'in person' meeting, but we hope that we will still be able to a fruitful meeting under the guidance of the Holy Spirit.

You will find it helpful to read the accompanying paper 'Guide to using Zoom for Synod Together meeting which uses material from the experience of others Synods as well as our own.

We are very grateful to our 'tech team' who will ensure the smooth running of our business. For this meeting we will be using the 'poll' facility to ensure any decisions taken are recorded accurately.

To help the meeting run smoothly, please follow this guidance:

- **As soon as possible**, read the Synod papers. Please note that reports from Synod Committees are primarily for information rather than discussion. You will notice that reports have details of the person responsible for the report (the Convenor the appropriate Committee). If you have questions arising from the report it would be most helpful if you could raise them with the appropriate person in advance of the meeting. They may be able to answer your query immediately and thus avoid the need to raise the matter in the meeting. This does not, of course, mean that questions cannot be raised at the meeting.
- **By noon on Tuesday 5 October**, please tell the Synod Office office@urcsouthern.org.uk if your church will have an **alternative Representative (Voting Member of Synod)** from whom the papers were sent to. We understand that, because of the format of the meeting, there may be more alternate representatives than usual.
- **Before the meeting**, please make sure the name that appears on screen for Zoom meeting is your actual name: e.g. "Russell Furley-Smith" not "Russell's ipad". If you are a voting member please add the symbol V before your name to show you are a voting member: eg. "V Russell Furley-Smith". If you are a non-voting member please add the symbol X before your name eg. "X John Smith"
- **Registration:**
Voting members are asked to join the meeting using the Zoom link below as **soon as possible after 9:30am**. This will allow us to register you and add the symbol V to your

name to show you are a voting member if you have not already done so. Once you are "registered" you can go and make a coffee, stretch your legs, as long as you are back with your camera switched on ready for a **prompt start at 10am**.

If you are a **non-voting member/observer** you are very welcome, but please do not register **until 9:45am** (using the link above). This is to ensure voting members are not "locked out" in the unlikely situation that we exceed the total number of participants our licence of Zoom allows. It also makes the administration of registration more straightforward.

- **If joining by telephone:**

Dial 0131 460 1196.

When asked, enter the meeting ID 822 4060 8246 on your keypad, followed by #

If asked to enter their unique ID: simply input # (This skips this stage)

When asked, enter the meeting password 445291 followed by #

Please then wait until you are admitted to the meeting

If you have a 'phone call package that gives you unlimited calls remember that this only lasts for 1 hour so after 55 mins you need to hang up and join the meeting again.

It would be helpful if anyone who intends to join by telephone could let us know in advance the phone number that you will be calling from so that we can allocate you a name. Please contact me at synodclerk@urcsouthern.org.uk or by telephone (020 8668 0630)

- We will begin Synod with a brief explanation of how the meeting will work. **So please make sure you are ready for a prompt start at 10am.**
- If you have any questions arising from this guidance, please contact me at synodclerk@urcsouthern.org.uk as soon as possible.

Rev'd Russell Furley-Smith, Synod Clerk
27th September 2021