June 8, 2020

Due tohealth concerns created by the COVID-19 pandemic and respect for the recommendation of public health professionals that we continue to engage in “physical distancing” **our June 2020 Congregational Meeting will be held online via Zoom on Sunday, June 28 at 11:05am (immediately following our shortened online worship service at 10:30am).**You do not have to have a Zoom account to participate but will simply click on a meeting link that you will receive via email the week before (and will be included in our Facebook Livestream comments for that day’s worship service). You will need a device that has visual and audio capabilities (so that we can see and hear you).

Our congregational meetings are gatherings of the full congregation to learn about new initiatives and programs, to hear about upcoming plans, to vote on necessary items such as budgets, changes in our Bylaws, or changes in leadership members. You are welcome and invited to attend whether you are a voting member or simply learning more about Urban Grace. While holding this meeting via Zoom is very different than how we have held our congregational meetings in the past, we appreciate your cooperation and flexibility during these times, and hope that you will participate in the meeting; it is your presence that makes Urban Grace the vibrant congregation that it is!

***Proxy***: Because this congregational meeting must be conducted via the online platform Zoom, we do not want this to be a barrier to participation. If you do not have access to a device that can get you online for this meeting, you can choose another member from the church to be your “proxy” for voting. You will need to fill out the enclosed appointment form and return it to us via mail or email *at least one (1) week* before the June 28 meeting. A member may act as a proxy solely for one other member at a time. Your proxy appointment will be valid for up to eleven (11) months from the signing date of the proxy form.

Below you will see our draft agenda for the meeting. We have two action items to vote on during this meeting: new Church Leadership Council members and our 2020-21 budget. ***Watch your email or mailbox for the 2020-21 budget proposals and Church Leadership Council slate, which will be sent no later than June 18th. If you do not receive an email or letter from us by June 18, please let us know as soon as possible.***

Again, thank you for your flexibility and we look forward to seeing you at this important time in the life of our church. We are praying for you and miss you all.

Peace,

Urban Grace Leadership (Council and Board of Trustees) and Staff

**Congregational Meeting Agenda**

**June 28, 2020**

**Zoom Congregational Meeting Etiquette**

* Everyone will need to enter the meeting “waiting room” by typing in their name after clicking the meeting link. The meeting administrator, Jennifer Dean, will then invite you into the meeting.
* The meeting administrator may also remove participants from the Zoom meeting if they become unruly, obtrusive or violent or refuse to cooperate or be civil during the meeting.
* Please mute your microphone during the meeting except during designated question and voting sections of the meeting.
* Our meeting administrator will be able to mute anyone as needed throughout the meeting.
* No one else will have screen share capabilities except our designated presenters.
* Voting will be done within Zoom through the “Polling” feature. All members will be able to vote once for themselves and once as a proxy representative (as applicable). If you have more than one member in your household, there will be options for both people to vote. If you have more than two members in your household, the third member will need to have a separate device.

**Introduction and Robert’s Rules of Order (Ben Robinson & Darius Mensah)**

* **How does voting work?**
	+ Motion is proposed, motion gets a 2nd, motion is discussed, moderator calls vote, congregation votes.
	+ All motions from a committee (such as the Council or Nominating Committee) already have a 2nd included, so we start with discussion of the motion.
	+ If someone wants to amend a motion, they can propose an amendment. If there is a 2nd to amend, the amendment is discussed and voted on.  If the amendment passes, we vote on the new amended motion. If the amendment fails, we go back to vote on the originally proposed amendment.
* **How does this work during an online meeting?**
	+ Reason for online meeting format
	+ Quorum Count
	+ Explanation of Voting

**Council Report (Darius Mensah)**

* Presentation of New Council Members as presented by the Nominating Committee (chaired by Mike Thomas)
* Voting: New Council Members

**Trustees Report (Michael York & Ben Robinson)**

* Presentation of 2020-21 Budgets as presented by Michael York, Treasurer
* Voting: 2020-21 Budgets (Provided ahead of meeting and presented via shared screen at the meeting)

**Proxy Form**

I, the undersigned member of Urban Grace Church, do hereby appoint

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) (City, state)

as my proxy to attend the congregational business meeting of Urban Grace Church on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) with full power to vote and act for me in the same manner and extent that I would be entitled should I be personally present at the meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

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(Print Name)

*This form should be mailed (902 Market Street, Tacoma, WA 98402) or scanned and emailed to the church office (info@urbangrace.org) at least one week before the meeting.*