

Notice of Congregational Meeting

Instructions for joining and voting procedures

Dear Members of Grace,

Blessings on this new year. We look forward to the next year of God's mission and ministry through Grace Lutheran Church, and we hope to see you for the upcoming congregational meeting on February 7 at 11:00am.

Because of the COVID-19 restrictions in place the congregational meeting will be held by Zoom video conference. At this meeting the Council will seek approval of the proposed 2021 budget, and the elections deferred from the August meeting will be held. Special procedures are put in place to hold elections remotely in accordance with Illinois law for non-profits. We will need a quorum as usual so please plan to attend.

The Annual Report for 2020 will be sent electronically through Grace's Constant Contact emails in late January. (Please call the church office to add your email address(es) if you do not already receive Grace emails.) If needed, you can also call the office to request a time to pick up a printed copy of the Annual Report. Please see below for instructions for participating in the congregational meeting and the reverse for voting procedures. Paper ballots are also enclosed in this mailing.

In addition to the congregational meeting on February 7th, there will also be a Zoom budget forum at 11:00 am on Sunday, January 31st. The forum is both your chance to discuss and ask questions about the budget, and to familiarize yourself with Zoom if you are not comfortable using it or it hasn't been set up on the device you will use.

The link below will work for both sessions. If you attend the budget forum and it is your first Zoom, it will automatically install the app when you click the link. We will also show you how to use the controls and send notes by chat. The chat is how we will field questions. Zoom is pretty easy to use once you become familiar with it.

It is much preferred that you attend using a computer, tablet, or smartphone. A computer is best but a tablet or smartphone running the Zoom app will also do. We will be sharing slides which you will be able to see on your device. If it is absolutely necessary to call in on an ordinary phone, please let the church office know immediately. Arrangements will be made to print the slides for you and give phone access.

To join either session, click [this link](#) or type into your web browser: <http://ow.ly/FqIU30rqZO>b

If your computer does not have a microphone and speakers, it is possible to use the screen and call in by phone. To do that, follow these steps:

- Join the meeting by computer
- After you join, a box will give the choice of connecting audio by computer or phone call. Choose phone call.
- Dial one of the phone numbers shown. When asked, enter the **meeting ID** and **participant ID** shown in the box. Once you do that, you will be able to speak and hear as well as see. (The password is not usually needed but use it if asked.)

Any questions on Zoom procedures, give Andy Bellavia a call in the evenings at 1-847-910-7667.

In God's Peace,

The Council and Pastors

Voting procedures

Most important: We are asking that voting members bring their completed ballots to the church within one hour after the Ministry Matters session closes. If that is not possible, arrangements can be made to have your ballot picked up at your home. You must request ballot pickup latest February 4th by calling or emailing the church office. Please make your request as soon as possible and no later than the 4th.

Include with your request:

- Name
- Address
- Telephone number

Call in or email your request to Grace at:

- (815) 338-0554
- grace@gracewoodstock.org

Elections by ballot

Although only Council elections require a paper ballot, we will do so for all positions since ballots must be issued in any case. Only members present at the meeting may vote. Please follow these procedures:

1. During the meeting, indicate your choice on the included ballot.
2. Write the name of every voting member on an envelope and put all ballots inside. Do not write your name on your ballot.
3. When the meeting is finished, bring your ballot envelope to Grace or wait for pickup if you arranged for it in advance.

Names on the envelopes will be checked against the list of attendees, then discarded. The ballots within will be placed in a box for counting separately.

Voting by acclamation

As usual, voting on the previous meeting minutes and the budget will be by acclamation.

When those in favor are asked to say “aye,” unmute your mic if it has not been unmuted for you. Say “aye” and physically raise your hand for the camera. Keep your hand up until indicated. The procedure will be repeated for nays. If a clear majority exists, the result will be accepted. If it appears close, a formal count will be taken.