



Saint James' *Anglican Church*

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Annual Vestry Meeting February 21, 2021 at 10 a.m. via ZOOM

1. Vestry will be held online **Sunday, February 21 at 10:00 a.m. via ZOOM.**
2. You should have received an electronic pdf version of the Vestry Report from Sam this week. If you have not received the report, you can find the report on our parish website: Alternatively, hardcopies can be picked up from Sam at the office.
3. Please register your intended attendance in advance with Sam office@stjames-manotick.ca

In registering for Vestry, you are agreeing that:

"I solemnly declare that: I am a member of this congregation of the Anglican Church of Canada; I am of the full age of sixteen years; I am a regular worshipper with this congregation; I do not intend to vote as a member of any other Vestry in the election of Churchwardens or of Members of Synod during the ensuing year; and I am a supporter of this congregation by regular contributions to its maintenance."

Only individuals able to make this declaration are entitled to vote at Vestry.

4. Given the added complication of holding Vestry online this year, we ask that any motions or new business for discussion be brought to the attention of Rev. Kerri or the Wardens (Jim Seigny, Jane Venus, Terry Tomkins) in advance of the meeting.
5. Please familiarize yourself with the attached document on Vestry protocols in advance of the meeting. This will expedite our housekeeping business at the front end of the meeting.

Online ZOOM Protocols

If you have questions about any of these protocols, please be in touch with Rev. Kerri in advance of Sunday, February 21st so we can support you without the pressure of being live.

1. Download [Zoom Client](#) for desktop in advance of February 21st. Familiarize yourself with the basic functioning of the program (logging on, muting yourself, changing your name, speaker view vs. gallery view).
2. When you log on to your ZOOM, please ensure the name that appears on the screen includes the full first and last names of each person attending from your home.
3. Please keep yourself muted unless you are called upon to speak. Background noise on Zoom can be distracting and can interrupt the microphone of the speaker.
4. You probably want to choose Gallery View for this meeting so you can see all those in attendance, including the speaker.