**Sample of Outdoor Congregational Meeting**

**@ St. John, Joliet, summer of 2020**

**(use what you need)**

**FAQ’s for Congregational Meeting**

**Special Congregational Meeting *Held in the St. John Parking Lot:***

**June 29th at 7pm Rain or Shine**

**(*Arrival of vehicles begins at 6:15pm)***

to act on the recommendation of the St. John Church Council to sell the property known as “Land West.” The agenda item for the meeting is the following resolution:

Be it resolved that, *the St. John First English Evangelical Lutheran Church of Joliet sell the 16 (+/-) acre parcel of land at the corner of Caton Farm Road and Drauden Road to Ayyappa Seva Sangham of Greater Chicago for $298,000.*

It is my hope and expectation ***you will read through the FAQ sheet prior to coming to the forums/placing phone calls, and definitely prior to the Congregational Meeting.***

**How to Have a Congregational Meeting During a Pandemic**

**How will we be able to discuss the sale of the Land West property prior to the Congregational Meeting if we can’t meet in-person?**

There will be two ways to discuss the Resolution prior to the Congregational Meeting: online forums, or via phone call to a designated person.

**Online Forums**

Forums on the proposed resolution will be held online via Zoom on:

Wednesday, June 24 at 11am

Wednesday, June 24 at 7pm

Thursday, June 25 at 7pm

The Zoom meeting invite will be sent via email to congregational members by Tuesday, June 23rd.

The online forums are the place to clarify information and pose questions you have about the sale of the land before voting on the resolution at our Congregational Meeting.

**Phone Calls**

It’s okay if you don’t want to learn Zoom, or have a conflict which prohibits you from attending the online forums. People are lined up to receive your phone calls.

Contact the following people prior to June 29th:

Pastor Jen Beamsley, Senior Pastor (708) 305-5561

Brent Rimmke, Treasurer (815) 735-5131

Steve Engel, Member and Realtor (630) 699-8133

You may also contact any member of our Congregational Council; email stjohn2650@gmail.com and we will email or send you the names and numbers of our Council.

**How will a Congregational Meeting in the Parking Lot work, safely?**

The meeting will be held with congregational members *remaining in their cars*. The meeting will be broadcast via a radio frequency so each vehicle can hear the proceedings. Route 30 is very loud, and our parking lot is large…we imagine utilizing a radio frequency will work better than utilizing a large sound system.

Here’s how our parking-lot-meeting-during-a-pandemic will work:

1. Congregants begin arriving in the parking lot beginning at 6:15pm on June 29th.
2. You will be greeted by a Teller; who will be masked, gloved, and will practice social distancing.
3. You will roll down your window to receive an agenda from the Teller. The agenda also serves as the ballot. You will receive a short, sharpened pencil (commonly called a “golf pencil”) for voting, which is yours to keep. You’re welcome.
4. The agenda will include instructions on how to tune into the radio frequency used for our meeting, and will include a phone number to text or call in questions once discussion of the motion commences.
5. Parking lot attendants will direct you to your parking spot. It will not matter which direction your car is facing. We’ve been using this method of parking during our Food Pantry distribution on Saturdays and it works!
6. Tellers will be assigned to different areas of the parking lot, and will assist you if you need help tuning into the radio frequency we will use for the meeting.
7. The bathrooms near our offices will be open if you need to use them, but the rest of the building will not be open to the Congregation. People using the bathrooms will need to be masked (no exceptions) and you will need to wash your hands after using the bathroom— Love your neighbor!!
8. The meeting will be called to order at 7pm with a welcome and prayer by Pastor Jen.
9. The motion will be read by Vice-President Eddy Crews.
10. Discussion on the motion follows. You will text or call in your questions/comments by using the phone number listed on your agenda. Dawn MacGregor, our Communications Director, will receive your questions/comments and direct the questions/comments to Pastor Jen and leaders assisting the meeting. Your question/comment, and a response, will be conveyed over the radio frequency.
11. If you do not have a cell phone, simply flag down the Teller assigned to your area and relay your question/discussion item to the Teller, who will relay your question/comment on your behalf to the leaders of the meeting.
12. After ample discussion time, the vote on the motion will ensue.
13. You will mark your ballot “yes” or “no”. You will hand the ballot through the window of the car to the Teller who is assigned to your section of the parking lot.
14. After the ballots are received, three designated members of our congregation will count the ballots.
15. Once counting is complete, the vote on the motion will be announced.
16. We will adjourn! We will pray!
17. We will honk our horns!
18. We will wave goodbye to each other!
19. Our Parking Lot Attendants will dismiss us so we don’t have holy mess!
20. You will turn right out of the parking lot onto Hennepin Road to safely leave the parking lot.

**How long will the meeting take?**

Often, St. John Congregational Meetings of this nature are completed within 15 minutes. We imagine this meeting might take a \*little\* longer, because we need to add extra time for the steps we are taking to gather safely.

But you can help: St. John Congregational Meetings are smooth because people do their homework prior to the meeting.

If you are confused by something on the FAQ sheet or need more information, please feel free to ask questions prior to and at the meeting! We want you to know what you are voting for at the meeting. At the same time, It is my hope and expectation you will read through the FAQ sheet prior to coming to the forums/placing phone calls, and definitely prior to the Congregational Meeting.

**Who can vote at Congregational Meetings?**

You can vote if you are a member of our congregation. If you are a teenager, you must be a confirmed member, as set out in the provisions of our Congregational Constitution (C8.02.c). We cannot change this provision.

**What if I can’t make the meeting? Can I submit an absentee ballot, or vote by proxy?**

No. According to constitutional provisions C10.05, voting by proxy or by absentee ballot is not permitted.

**What constitutes a quorum, and what is needed to pass the motion?**

We need 128 voting members at the meeting to constitute a quorum. A Congregational action is approved when a majority vote of those voting members present and voting says “yes” to the motion.

**What about severe weather?**

We will hold the meeting rain or shine. If severe weather is happening or imminent, we will need to suspend or postpone the meeting. If the weather forecast looks suspicious on the Monday of the meeting, check your email inbox for information.