



113<sup>th</sup> Stated Meeting • February 18, 2023  
Hybrid Meeting Zoom/Westminster Church, Richmond  
4103 Monument Ave. Richmond, VA 23230

### Registration Information

**Note:** ALL participants (ministers, commissioned pastors (CREs), certified Christian educators, ruling elder commissioners, and guests) will be required to register in advance. We will need to know the names of ruling elder commissioners (those elected by session to represent their congregations) in advance.

**Ministers and Clerks of Session:** We will need to know the names and contact information (email and phone number) for your commissioners ahead of time. Please email this information to Barbara Espigh at [barbara@presbyteryofthejames.org](mailto:barbara@presbyteryofthejames.org), or if you do not have internet access, please leave a message: 804-262-2074 ext. 301.

**All attendees:** Please use the link below to access registration on our website, even if you intend to attend in person. You will be asked for your name, phone number where you can be contacted the day/time of the meeting, whether you plan to attend in person or via Zoom, your church’s name and city, and whether you are a ruling elder commissioner (a ruling elder who was elected by the church session to represent the congregation), ruling elder serving as moderator of a POJ committee, minister member, commissioned pastor (CRE), certified Christian educator, or guest. All registrants will receive an email from Zoom including information regarding virtual meeting access. Please save that email to use on February 18 to log in to the meeting should you prefer to attend via Zoom.

**There will be absolutely NO additional advance registrations allowed after the deadline, so please be sure to register prior to noon on Friday, February 17. If you miss the deadline and wish to attend the meeting, you will need to attend in person.**

Registration: <https://www.presbyteryofthejames.com/stated-meetings/>

Thank you for your flexibility as we work on perfecting our hybrid format. If you have questions or concerns not covered in the above information, please contact Barbara Espigh at [barbara@presbyteryofthejames.org](mailto:barbara@presbyteryofthejames.org).

**\*\*Emails and calls will be returned during POJ office hours Monday – Thursday 8:30 a.m. to 4:00 p.m.\*\***

**Overture Deadline:** Overtures must be at the presbytery by noon eight (8) weeks prior to a meeting. For the June 20, 2023 meeting, the deadline will be noon on April 25, 2023.

#### Upcoming Stated Meetings

June 20, 2023.....	Invitation needed
October 21, 2023.....	Invitation needed

## General Information

At their earliest opportunity, each moderator or clerk of session is requested to put Sections I and II of this packet in the hands of the ruling elder commissioner(s) representing their church. Participants should thoroughly review Section II of the packet prior to the meeting to become familiar with the topics that will be discussed and voted on.

- ◆ **Presbytery convenes promptly at 9:30 a.m.**
- ◆ **To participate in person:** We are asking all attendees to register online and receive a Zoom link. This will help you attend virtually should your plans change at the last minute. On the day of the meeting, check-in begins at 8:30 a.m.: please check in with POJ staff/volunteers to receive your nametag and be counted present. **Masking Policy:** Masks are required unless you are speaking to the body at a microphone.
- ◆ **To participate via Zoom, you must have completed registration before the deadline (noon on February 17).** The Zoom link will open at 9:00 a.m. for all commissioners and attendees.

**Excused Absences:** All ministers and sessions are reminded that email excuses are required for absences to be approved. Please plan to stay logged in for the entire meeting and attend to all matters. Send excuses to Franklin Reding, assistant to the stated clerk, at [franklinr@presbyteryofthejames.org](mailto:franklinr@presbyteryofthejames.org).

### Physical Location Information:

- ◆ **Facility Accessibility:** Persons with disabilities will find the facility accessible. The accessible entrance is the door at the back of the church near the office.
- ◆ **Parking:** There is a limited amount of parking in the alley behind the building. Street parking is available around the building, including on Monument Avenue.
- ◆ **Child Care:** There will be no child care available at this meeting.
- ◆ **Meals:** Please bring your own bagged lunch and/or snack.
- ◆ **Wi-Fi:** Please download the packet to your laptop, tablet or other device prior to arriving at the church. We would respectfully ask that you refrain from connecting to the Wi-Fi so that we may reserve maximum bandwidth for those running the virtual side of the meeting. Please do not use your Zoom link if you are attending in person. Thank you for your cooperation.

### Motions/Amendments:

- ◆ **In person:** If you plan to offer a motion or an amendment to any motion, it is necessary for you to submit the motion/amendment in writing to the Stated Clerk. Forms will be available at the Stated Clerk's table.
- ◆ **Zoom participants:** Please raise your virtual hand by using the "Raise Hand" icon in the participants window or by using \*9 if you are participating by phone. Once you have been recognized, you will be asked to unmute using the "Mute/Unmute" icon – phone users may unmute by using \*6. Please state your motion or amendment, which will be typed out by presbytery staff and read back to the body.