

114th Stated Meeting • Tuesday, June 20, 2023
Hybrid Meeting Zoom/The Gayton Kirk, Richmond
11421 Gayton Rd., Henrico, VA 23238

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, 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, a phone number where you can be contacted on 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 June 20 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 Monday, June 19. 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.

****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 office by noon eight (8) weeks prior to a meeting. For the October 21, 2023 meeting, the deadline will be noon on August 24, 2023.

Upcoming Stated Meetings

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|---|-------------------|
| October 21, 2023..... | Invitation needed |
| November 16, 2023 – Called Meeting (Budget Presentation)..... | Invitation needed |
| February 17, 2024 | Invitation needed |
| June 18, 2024..... | 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.
- ◆ **To participate via Zoom, you must have completed registration before the deadline (noon on June 19).** 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. Please send excuses to office@presbyteryofthejames.org.

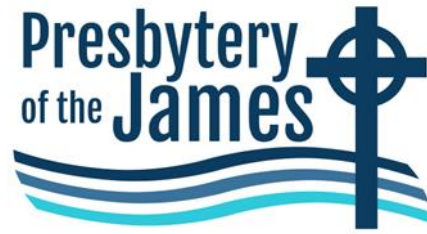
Physical Location Information:

- ◆ **Address:** The Gayton Kirk Presbyterian Church is located at 11421 Gayton Rd. Henrico, VA 23238. The meeting space can accommodate up to 100 people; recent in-person attendance at our hybrid meetings has been under 100 individuals.
- ◆ **Facility Accessibility:** Persons with disabilities will find the facility accessible.
- ◆ **Child Care:** There will be no child care available at this meeting.
- ◆ **Meals:** Please bring your own bagged lunch or snack. Coffee and refreshments will be provided during registration.
- ◆ **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:

- ◆ Should you wish to make a motion, fill out a motion form, which may be found at the registration table or near the microphone in the meeting space. When you have completed your motion form, present it to the Stated Clerk. If you are on Zoom, use the motion form on the stated meeting page of the POJ website and email it to the Stated Clerk at statedclerk@presbyteryofthejames.org. If possible, please present it to the Stated Clerk prior to making your motion.

A blank motion form has been included in this document on page 3.



3218 Chamberlayne Ave. Richmond, VA 23227
804-262-2074 presbyteryofthejames.com

The following motion is submitted for the Presbytery Meeting on June 20, 2023:

Signed: _____

Date: _____

Please email completed form to statedclerk@presbyteryofthejames.org