

Preparation for Congregational Meetings

Purpose:

To ensure timely, compliant, and transparent preparation for all congregational meetings, in accordance with Article 6 of the Foothills Bylaws and aligned with our commitments to accessibility, communication, and engagement. Whenever possible, Congregational Meetings are offered online and in-person.

1. Initial Planning (4-6 weeks before the meeting)

- **Determine the meeting date/time.**
 - *Responsibility:* Executive Staff Team
 - *Refer to:* Bylaw 6.1 (Annual) or 6.3 (Special)
- **Submit [Church-wide Event Form](#)**
 - Use the *Event Form* to:
 - Reserve the space (Sanctuary and/or Zoom)
 - Notify staff of AV and tech support needs
 - *Responsibility:* Board President
- **Coordinate childcare.**
 - Contact the Family Ministry Team to schedule caregivers.
 - Confirm location and number of children anticipated.
 - *Responsibility:* Board liaison or designated staff

2. Drafting Meeting Materials (3-4 weeks before the meeting)

- **Create meeting agenda.**
 - Includes:
 - Call to Order
 - Reading of the Covenant of Right Relations

- Statement on voting eligibility (per Bylaw 6.5)
- Quorum confirmation (per Bylaw 6.2)
- Standing Roles (Board President, Secretary, Timekeeper, Parliamentarian, etc.)
- Business items
- Adjournment
- *Responsibility:* Board President and Executive Team

- **Draft slide deck.**

- Summary agenda and key presentation points
- Align visuals with packet materials (if any)
- *Responsibility:* Executive Team + Board collaboration

3. Notice and Quorum Check (1-2 weeks before the meeting)

- **Send formal meeting notice to all members.**

- Includes:
 - Time, date, location (in-person and Zoom link if hybrid)
 - Agenda
- *Must be sent at least one week in advance* (per Bylaw 6.4)
- *Responsibility:* Board President

- **Confirm quorum threshold.**

- Calculate 10% of members on the Membership Roll 30+ days prior
- Prepare quorum sign-in method (digital or paper)
- *Responsibility:* Administrative Staff

4. Final Preparation (Week of Meeting)

- **Print meeting packets (optional but recommended).**

- Include: agenda, candidate bios, financial summaries, etc.
- Place at welcome table prior to meeting
- *Responsibility:* Staff or designated volunteer

- **Finalize slide deck and test AV/Zoom setup.**

- Ensure all materials are finalized.
- If a vote is being taken, set up the vote in Zoom ahead of time so that online participants may vote.
- *Responsibility:* Board President + AV Team + Executive Team

5. Day of Meeting

- **Arrive early for setup.**
 - Distribute printed packets
 - Welcome table with sign-in, voting eligibility reminders
 - Childcare signage and access
 - *Responsibility:* Staff + Board Members
- **Send final reminder via email to congregation:**
 - Include zoom link for easy access.
- **Meeting Opening:**
 - Follow standard structure:
 - Call to order
 - Agenda preview
 - Covenant of Right Relations
 - Voting eligibility and process
 - Confirm quorum
 - *Responsibility:* Board President or Presiding Officer

6. Post-Meeting (Within 2 Weeks)

- **Create and distribute a meeting summary.**
 - Include decisions made, vote outcomes, and next steps
 - Post summary to website and email to members
 - *Responsibility:* Board Secretary or Communications Lead

Revision #1

Created 2025-06-01 19:32:16 CEST by Katie Watkins

Updated 2025-06-01 19:38:57 CEST by Katie Watkins