

Planning a Virtual Annual Meeting





What happens at the usual Annual Meeting?

- Looking back
- Presentation of annual report
- Presentation of new budget
- Vestry elections
- Acknowledgement of outgoing vestry members
- Food and fellowship



What else might happen?

- Worship
- Celebration of ministries
- Faith formation
- Inspirational messaging
- Vision casting
- Sending forth disciples into the new year

Annual meetings are an opportunity for celebration, inspiration, and community building.




What do you want to celebrate from 2020?

- Ministries
- People who have passed on
- Gifts revealed during this time of crisis
- Sacred moments
- Our creativity and adaptability

How might each person be invited to share?





What are your hopes for the coming year?


- For your ministries
- For your congregation
- For your community

How will you engage your parishioners in answering this question?



Envisioning and Creating a Virtual Gathering Space

- Hybrid model: asynchronous and in-person components
- More engaged than informational
- Consider combining worship and meeting
- Know how you will invite participation
- Take advantage of breakout rooms



Pre-meeting Resources, Information, and Activities

- Annual report
 - Consider going paperless
 - Put on website or Google docs
 - Broken down into meaningful, reader-friendly chunks
 - Make it forward-looking: include mission statements; invite participation in ministry areas
- Budget
 - Consider a video presentation of budget or informational meeting with treasurer
 - Approve budget at meeting (quick and painless)
- Pre-meeting small groups for:
 - Reflecting
 - Visioning

Onboarding and Welcoming Participants

- Set expectations for time together
- Provide instructions about technology that will be used
- Let people know how to ask questions or comment
- Provide tips on Zoom etiquette
- Know how you will engage with phone participants



A hand holding a magnifying glass over a computer keyboard. The background is dark with a red glow. An orange horizontal bar is in the top left corner.

Making a Presentation and Sharing PowerPoint on Zoom

- Use images
- Consider incorporating other media: music, videos, slideshow
- Know who is doing what
- Practice ahead of time
- Be sure to click on “use computer sound” for any audio/video components
- Invite participants to have a sense of humor and grace as you push the limits of technology

A background image showing several hands raised in the air, suggesting a voting process or a public gathering. The hands are of various skin tones and are positioned at different heights, creating a sense of movement and participation. The image is slightly faded and serves as a backdrop for the text.

Conducting Elections and Online Voting

- Check bylaws and consult with parish chancellor for election requirements
- Cost-effective method, as emails and text messages are relatively inexpensive
- Election Administrator needs to be impartial to ensure the overall integrity of the election
- Ensure that the administrator is available to answer voter questions
- Ask for contact updates prior to the election (will need this to create voters' list)
- Confirm whether candidates are eligible to vote
- Include candidate photos and bios
- Ensure that you have a unique identifier for your voters
- Voting results are immediately calculated and available



Q & A