

ST. OLAVE'S VESTRY GUIDELINES
FEBRUARY 27, 2022
12:30 p.m.

According to Diocesan guidelines, this year's Vestry will be held on Zoom. Please take a moment to acquaint yourself with the Code of Conduct and Meeting Guidelines below. Everyone in the parish is encouraged to participate, and everyone who meets the Canonical requirements is eligible to vote:

- 1) You must have been a member of the Anglican Church of Canada and of St. Olave's congregation for at least three months
- 2) You must have attended regularly scheduled services of worship (including online services) at St. Olave's at least three times in the past year
- 3) You must be of the full age of sixteen years
- 4) You cannot have voted as a member of any other vestry during the previous three months, nor intend to vote in any other vestry during the ensuing year
- 5) Employees of the parish are non-voting members of vestry
- 6) The Rector will only vote in the case of a tie

The Zoom link will be the same as the one used every Sunday for Coffee Hour. If you do not have the link, it can be obtained from Judy Beal by emailing her (stolaves@stolaves.ca).

It is requested that everyone consider the following Code of Conduct before joining the meeting:

St. Olave's Code of Conduct for Vestry Meetings:

- 1) We are all entitled to debate and vote according to our conscience.
- 2) We will always respect others viewpoints and show kindness when speaking.
- 3) We will not interrupt each other, but allow others to make their point fully.
- 4) We will always remember that everything we decide together is for the greater glory of God and to fulfill our mission to proclaim Christ Crucified to our community and the world.

How to Participate in the Meeting:

General Notes:

- The Chair of the meeting is the Rector, Rev'd Rob Mitchell
- The Meeting Administrator is Janice Douglas
- This meeting will be recorded
- Each member will remain muted unless invited by the Chair to speak
- To speak, you can unmute yourself by holding down the space bar on your keyboard
- Once finished speaking, you will be muted again by the meeting administrator, if you forget to mute yourself
- When another member has the floor, you will not be permitted to interrupt (you may be muted by the administrator if you try!)
- The chat function will be configured so that messages can only be sent to the host and cohost of the meeting

Asking Questions and Debating a Motion:

- If you have a question or want to speak to a motion, please raise and hold your hand up so that it can be seen on the screen or use the Raise Hand function found in the “Reactions” section of Zoom control panel.
- The Chair will invite you to speak when it is your turn. Please do not interrupt another speaker or speak before being invited to do so.
- If you are phoning in, the Chair will ask if you have any questions or comments to add. To unmute press #6 on your phone.
- You may also submit questions using the chat feature. Our Meeting Administrator will ensure those questions are passed to the Chair.

Voting on Motions:

- To vote, raise and hold your hand up so that it can be seen on the screen or use the Raise Hand function found in the “Reactions” section of Zoom control panel
- The Chair will also ask those phoning in to say out loud if they are voting for or against a motion.

Committee Reports:

- The Vestry Report is on our website at stolaves.ca/Vestry2022. Please read the reports before coming to the meeting.
- Committee Chairs will not be speaking to their reports unless specifically asked to do so by the Chair or if a member of Vestry wishes to ask a question or comment.