

CONVENTION REHEARSAL SCRIPT

Thursday, Nov. 5 @ 7 p.m.

Saturday, Nov. 7 @ 9 a.m.

Hosted by the Rev. Canon Doris Westfall and the Rev. Dr. Marc Smith

WELCOME:

Doris Good morning. Thank you all for being here. I'm the Rev. Canon Doris Westfall, Canon to the Ordinary. I am here with the Rev. Dr. Marc Smith, our Convention Secretary.

Marc We're coming together this morning to walk you through some of the procedures and rules of this year's virtual convention. We will do our best to get everything covered without taking up too much time.

Doris Before we begin, I'd like to introduce Bishop Deon Johnson to say a few words and lead us in a prayer...

Bishop *(prayer)*

Doris Thank you, Bishop Deon.
A couple of important notes before we begin – first about this morning:

-As we screen share some slides today, you'll notice that the little Zoom boxes will get in the way of some of the printed information. For today, you can either minimize those boxes or just drag them to another section of your screen so you can see better. We have learned that we need to format those differently for convention.

-Also... Please know that all resources for this convention will be posted on our diocesan website. On the front page of the website, you will see a button right under the calendar that says "2020 Convention." Click on that button and you will have access to all reports, resolutions, nominations, the budget... everything you need to know will be there.

Doris We encourage you to **do your homework before the convention begins**. Read that information and come prepared to ask questions and make informed choices.

-If you have questions along the way here during this meeting... you can use the chat room or we'll ask for questions at the end of each segment.

We're going to begin with a quick look at the convention schedule.

CONVENTION SCHEDULE / THURSDAY:

Marc

The 181st Convention of the Episcopal Diocese of Missouri will be held Nov. 19-21. It is all virtual. Clergy and delegates will join via Zoom. The events will be livestreamed on Facebook and YouTube for the general public to watch and engage online.

Convention opens on Thursday, Nov. 19 at 6 p.m.
Check-in begins at 5 p.m. We'll ask you again to check in at staggered times, like we did for this session, to alleviate your time in the waiting room.

This first session is required for all delegates. We'll conduct the necessary parliamentary procedures and present the nominations for election to diocesan offices.

This is important: You can make a nomination for an elected office from the floor Thursday evening. However, all the necessary paperwork must be submitted by email no later than 10 p.m. that night.

According to our constitution:

Article III.6 / SEC. 5. Nominations for election to any office may also be made at an annual meeting of Convention by the presentation to the Presiding Officer of **a written petition signed by at least five Voting Members and accompanied by the written consent of each nominee.** The Presiding Officer shall add to the ballot the names of persons so nominated.

That paperwork to make a nomination from the floor must be submitted to communications@diocesemo.org, no later than 10 p.m. on Thursday. Then we will add those nominations to the ballot for Saturday's voting.

Then... at 7 p.m. on Thursday, we will gather for our Convention Eucharist. You can remain on this Zoom meeting to watch, or you can watch it on Facebook or our website. **This is important:** Bishop Deon will present his address during the Eucharist.

CONVENTION SCHEDULE / FRIDAY:

Doris

We move on to Friday... This is a day to celebrate the ministry and life of our diocese. These events are *not* mandatory for delegates, but we hope you will attend.

Late Friday afternoon, we will offer 4 ministry fair workshops. These will each be meeting in their individual Zoom meeting space. These workshops are open to everyone in the diocese. Each of the one-hour sessions will be offered twice, allowing you to attend two different topics.

At 7 p.m., we begin a webinar with keynote speaker Reuben E. Brigety II, the 17th Vice-Chancellor and President of Sewanee, University of the South, and former Ambassador of the African Union.

Immediately following the keynote address, we'll have a Compline service, led by the corps members of Deaconess Anne House, and the Rev. Michaelene Miller, their director.

And after Compline, it's time for a little fun with a Zoom dance party, led by our own DJ, the Rev. Joseph Wallace Williams. This will be in a separate Zoom meeting -- we'll get all these links to you.

CONVENTION SCHEDULE / SATURDAY:

Marc

And now to Saturday... this is the main business meeting of the convention. All delegates must be in attendance.
Check-in begins at 8 a.m. - and again, we'll have a staggered check-in time (those times are on the website).
Call to order comes at 9 a.m.

The morning will be filled with video presentations on the budget and reports from other diocesan groups. We'll also hear from our resolutions committee, we'll vote for elected positions, and have open hearings to answer questions about the budget and to discuss resolutions and any proposed amendments.

This is important: There are a two ways you can propose an amendment to a resolution during this year's convention:

1. Read the resolutions before convention begins (they'll be available on the website very soon). If you know you want to make an amendment, we encourage you to send your amendment in writing before the convention begins to communications@diocesemo.org. You will still need to make a motion from the floor of convention, but we will already have your amendment in writing to share with others.
2. If you want to make an amendment on Saturday during the convention, you will need to fill out and submit a special amendment form. The form will be available on the website and a link will also be listed in the chat box throughout the day.

Doris

At (or around) noon, we'll break for noonday prayers - which will be led by members of Rockwell House Campus Ministry and the Rev. Beth Scriven, their chaplain.

We'll break for lunch until about 12:30.

At around 12:30 p.m., we reconvene with a presentation by Bishop Deon: *Dreaming, Daring, Doing: Together in Christ*. This will be an introduction to the strategic planning and visioning work we're kicking off at this Convention.

After that presentation, we'll announce our election results, vote to approve the budget, vote on the resolutions, and the bishop will make his appointments. And we'll conclude our business. We predict we will be done by 3 p.m. at the latest.

Are there any questions about the schedule?

(pause)

ZOOM ETIQUETTE:

Marc

That's the schedule... now let's move on to how we're going to use Zoom at this convention. Many of us may be quite comfortable using this meeting format by now, but we'd like to lay down some basic rules to follow:

1. Rename yourself: As you enter the meeting, you can click on the three dots in the upper right corner of your box to "rename" yourself. (this may look a little different on your screen – depending on what device you are using.) Please include **your name** and **your church and city**. (we don't want to see "Joe's iPad" as your identification!) If it doesn't all fit, do your best to include the most pertinent information to identify yourself. Please note: The moderators may do this for you as they check you in for the meeting. But you should know how to do this in case they are not able to do it.

**2. Camera remains ON;
Mic remains on MUTE.**

-The only time you should turn your camera off is if you need to step away from the meeting for a short period of time (and we will be building bathroom breaks into our meeting).

-The only time you should unmute yourself is if you have been recognized to speak.

-If you need to leave the meeting for an extended period of time – 10 minutes or more – you must SIGN OUT. To sign out, please go to the chat box and write your name, church and city and "signing out" and include the time: Marc Smith, Holy Communion, U-City – leaving convention at 10:45 a.m. When you re-enter the meeting, please sign in again in the chat room: Marc Smith, Holy Communion, U-City – returning to convention at 12:30 p.m. These chats are recorded, so your information will be logged.

Doris

3. Raise your hand to speak. You do that by finding the "participants" icon at the bottom of your Zoom page... click on that, and then look over to the box that opens on the right. (*invite them to do it...*) Along the bottom of that participants box, you'll see a "raise hand" button (it will be in different places, depending on the device you are using). Click that, and you'll see a little graphic go up in your window, and your name will move to the top of our moderators' list, letting them know you want to speak. Our Zoom moderators will notify the head table and they will call on you to speak. Unmute your audio AFTER you have been called on to speak. State your name and your church as you address the floor.

4. The chat feature will be open during the convention. Click on the “chat” icon at the bottom of your screen -- the chat box will open up to the side. You can message “everyone”, which means everyone will see your message. We encourage you not to fill this space with silly or irrelevant messages -- let’s keep it open and easy to find anything important we may need to use it for. Our Zoom moderators will be watching and will alert the head table of important comments.

We will also be using the Zoom chat feature to second a motion on the floor. Just type in, “I second the motion.” You do not need to await recognition.

You can also privately message individuals -- change “everyone” to the person you want to message. But here’s a warning: All chat messages are recorded -- even the private ones! So please keep conversations polite and respectful.

Marc

5. We will be using Zoom polls throughout the convention for simple, yes or no votes requiring only a majority -- similar to the red and green construction paper cards we used at in-person conventions. These polls should **only be used by lay and clergy delegates** – alternates and those with only seat and voice privileges should not vote in these. We’ll be using the honor system for this.

Let’s do a practice poll:

(poll)

Chocolate is the best flavor of ice cream.
Please vote yes or no
(wait about 20 seconds) Voting is closed... and the results are....
(janis will give results)

Are there any questions about using Zoom?

(pause)

VOTING:

Doris

For our elections, which require preferential voting, we will be using a different voting system. Desiree Brattin, our Canon for Finance and Administration is here with details on how to vote.

Convention Election Voting Instructions

We will be using an online voting platform called Election Buddy for our election voting. Eligible voters will access the platform through a personalized e-mail link. This voting platform is tablet, smartphone, and computer-friendly and designed to work with all major browsers.

Election voting will be conducted during the Saturday morning session of Convention. On Friday, November 20th, you will receive an e-mail which will contain your personalized voting link. This e-mail will go out no later than 12:00 p.m. Please contact Desiree Brattin at desiree@diocesemo.org on Friday if you do not receive an e-mail with your voting link. Please do not wait until Saturday to reach out for assistance.

When instructed to begin voting at Convention, please navigate to your e-mail and open the voting e-mail. This e-mail will contain your unique voting access key. The keys are single-use, so they ensure that a voter can only vote once. From there you will click the provided link that will take you directly to your personalized voting screen. You will then be prompted to enter the password that will be provided to you at the time of voting. **Please note:** the password will not be provided in the e-mail you receive. You must be present on the Convention Zoom meeting to vote. The password is required to access the voting system.

Once at the ballot, please mark your selections for each election by numbering the names of candidates in order of preference, with the preferred number being number 1. Please do not leave any name unnumbered. After you have filled out the ballot, click on "Verify Your Selection".

This will take you to the second page in the voting process: on this page, you confirm that your ballot is filled out the way you would like, and then you click "Submit" to send your ballot to ElectionBuddy to be counted.

Upon a successful vote, a "Thank you!" message will appear on a confirmation page. A voting receipt will also be sent to your email address.

CONCLUSION:

Marc We're going to end with perhaps the most important instruction for this convention: We have never held a virtual convention before. No matter how much we prepare, there will most likely be a few problems.

Michael Reiser, our convention coordinator, will be available by phone if you experience technical difficulties. (314-753-0418) He will do his best to get you back on track. We ask for your patience and your flexibility as we work through the uncharted territory together.

Doris If there are any more questions tonight about convention, we ask that you send them to communications@diocesemo.org and we will get back with you as soon as possible.

We will be sending out one more email to all delegates before convention. Of course, information will be updated through our website and our weekly iSeek newsletter. We look forward to seeing you all November 19-21 for our annual convention

