

Annual Congregational Meeting (ACM) 2021 Step-by-Step Instructions

If you are a member of IPC, you should've received a packet of ACM materials last Saturday (or on Monday due to the snowstorm). If you believe you are a member and did not receive anything, please contact the office immediately.

Do not vote before the meeting.

Here is a step-by-step guide on how to proceed to participate in this year's meeting:

Before the ACM:

1. Open the envelope
2. Read through all the materials
 - a. Invitation
 - b. Voting by Paper Ballot Information
 - c. Agenda
 - d. ACM 2020 Draft Minutes (to be approved)
 - e. Pastors' and elders' reports
 - f. Treasurer's report
 - g. Profiles of elder nominees
 - h. Ballot
 - i. Voting Instructions

You should also have a small (C6) envelope and a large (C5) return envelope. If there is more than one member in your household, there will be a ballot, small envelope and Voting Instructions sheet for each member.

3. If you have any financial questions, please send them to the treasurer, Kobus Hattingh, by January 20. All members will receive any financial questions and answers by email on January 22.
4. Register to attend the ACM on Zoom:
www.ipc-zurich.org/events/event/1295/online-annual-congregational-meeting/2021-001-24

During the ACM:

5. In order to check member attendance, please keep your camera on. If possible, rename yourself to include all the names of the IPC members of your household attending the meeting on the same device.
6. If you have an elder nomination or a question during the ACM, please use the "raise your hand" feature or type in the chat box. You will then be asked to unmute and may make your nomination or ask your question.

After the ACM:

7. Once the ACM is over, please read the "Voting Instructions" document carefully. Complete your ballot (one per member) and insert into the small (C6) envelope and seal it. If you wish you may cut off the number on your ballot. This was originally done to keep track of ballots when a hybrid ACM (online and in-person) was planned. Sign and date the "Voting Instructions" document

and check the box confirming that you are a member and attended the ACM. Insert this document with the small envelope into the large (C5) return envelope. Put an A-Post stamp on the return envelope and mail to IPC.

8. On Saturday, January 30, members of the Nominations Committee will open the unmarked envelopes and tally the votes. The results will be announced at morning and evening worship on January 31.