

# Sample Letter

## Congregation Business Meetings

Date

Dear Member and Friends of [Congregation Name],

We have three options this year for the required annual business meeting for local leadership, budget and other business that requires a meeting, voting and minutes.

- 1) \_\_\_\_\_ Due to COVID-19 risk we have decided to defer our annual business until we can meet in person safely. This decision has the support of our mission center president and field apostle.

In the interim, our current budget approved last year, and officers will remain in place. If any resignations occur the positions will be left open or temporarily appointed until the congregation meets to take action.

- 2) \_\_\_\_\_ Due to significant business to conduct before year end; we are going to hold a Special Conference Zoom business meeting on \_\_\_\_\_, and will offer two weeks notice and a limited and defined agenda. We need to notify the Mission Center President for approval of this Special Conference, have a voting system available via Zoom, allow time for discussion in advance of the meeting and again before voting, take and submit minutes, and request Denise or Paul to support us on Zoom.
- 3) \_\_\_\_\_ Due to significant business to conduct before year end; we are going to hold a physically distanced with masks in-person outdoor business meeting on \_\_\_\_\_, and will offer two weeks notice and an agenda. The congregation must have their re-entry safety plan completed and approved by the MCP in advance of scheduling the in-person outdoor meeting. We need to take and submit minutes; and request Denise or Paul to support us if able.

Your continued support of the congregation is greatly appreciated. We look forward to the time we can meet in-person again for the blessings of missional and relationship gatherings to discern and define our future.

Please don't hesitate to contact us if you have any questions.

In Christ,

[Pastor or Pastor Team's Names and FO]

Cc: (MCP & MCFO)