

A Helpful Check In Procedure for Congregational Meetings (especially Larger Ones)

At the suggestion of our 2020 Council President, Donna Cordes, I am writing to share the new check-in procedure we used for our Annual Meeting on January 17th.

I thought it would be useful information to share with other churches who may be holding large meetings via Zoom. It saved us quite a bit of time and allowed us to not only take attendance, but to ensure that only those who had signed in were able to access the meeting space.

Instead of sending out the link for the meeting to our "members only" distribution list and then verbally/visually taking attendance as people joined, I sent out a link to a Google Form Check-In I created. (Here is a link to a copy I created: <https://forms.gle/9tK9ULdiBpAago4BA>)

We sent out the check-in an hour before the meeting. (View that email here: <https://conta.cc/3bIziZh>)

Members filled out the check-in form with names and emails of confirmed members who would attend and whether they would attend by Zoom or by phone. Upon submission, the confirmation window contained the Zoom link. See below:



2021 ANNUAL MEETING CHECK-IN

2021 St. Martin's Annual Congregational Meeting Check-In

Thank you for checking in. We look forward to seeing you in the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85134990897?pwd=aHUvTXEybGZZNkcwZVNHTmRxYTdJUT09>

Join by phone:

+1 346 248 7799

Meeting ID: 851 3499 0897

Passcode: 640025

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington D.C.)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Find your local number: <https://us02web.zoom.us/j/85134990897?pwd=aHUvTXEybGZZNkcwZVNHTmRxYTdJUT09>

This form was created inside of St. Martin's Lutheran Church. [Report Abuse](#)

Google Forms

We were then able to export the submissions to a spreadsheet to verify that those who attended were confirmed members. It worked a treat!

Let me know if you have any questions, or if there is anyone else who would benefit from this information. I'm also happy to create a video training as well if that would be helpful.

Blessings!

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