

## Annex I



### **Notice of LAST LOCAL CONFERENCE of BEDOK METHODIST CHURCH (UEN: S87CC0532H)**

#### **BEDOK METHODIST CHURCH**

86 Bedok Road

Singapore 469371

6 September 2020

#### **Notice of Call of the Last Local Conference of Bedok Methodist Church**

Dear member of the Local Conference,<sup>1</sup>

Owing to the dangers posed by the infectious disease known as COVID-19 and the safe distancing restrictions in force in Singapore to minimise further spread, and in accordance with the authority vested in the Local Church Executive Committee (“LCEC”) by ¶306A.4 of The Book of Discipline (as enacted by the Special Session of the General Conference held on 2 July 2020), Notice is hereby given that the Last Local Conference of Bedok Methodist Church has been called by the LCEC to be held wholly by way of electronic means on 20 September 2020 at 1.30pm to transact the following business:

---

<sup>1</sup> *Note to LCEC & Church Office:* Separate notice may be sent by email to other persons invited to attend the Last Local Conference.



6 Sept 2020

To: **Members of the Local Conference & Nominated Stewards (Observers)**

Dear Members

**LAST LOCAL CONFERENCE 2020**

Our District Superintendent, the Rev Alvin Chan will preside at our Last Local Conference on:

**Date: 20 September 2019 (Sunday)**

**Time: 1.30pm**

**Via: Zoom Meeting**

Please note that the Last Local Conference is an important meeting and your attendance is needed:

**AGENDA**

1. Opening Devotion by Rev Alvin Chan (DS 1)
2. Election of Recording Secretary
3. Apologies, if any to be recorded
4. Confirmation and Adoption of the Minutes of the First Local Conference held on 9 Feb 2020
5. Matters Arising from the Minutes
6. To Receive and Adopt Reports from:
  - a) The Pastors
  - b) Pastor Parish Relations Committee
  - c) The LCEC Chairperson
  - d) The Lay Leaders
  - e) The Treasurer
  - f) The Chairpersons of Committees
  - g) The Head of Organizations
  - h) Transfer of BMCK to MPSPL
  - i) Local Preachers
7. Governance Evaluation Checklist
8. To elect Delegates, Officers and Stewards
9. To recommend Renewal of Local Preacher Licences for:  
Judy Foo, Ashok Kumar, Peter Yong, Hazel Mui, Liu Yi and Sofian Tan
10. AOB
11. Closing Prayer

In Christ we serve

Rev Khoo Kay Huat  
Pastor-In-Charge

cc. Rev Dr Gordon Wong, TRAC President

Rev Alvin Chan, District Superintendent (DS1)

## **Notice of Last Local Conference** *(continued)*

This Notice is sent to you at your electronic mail (“email”) address as notified to us by you or your local church. This Notice can also be found on the website of Bedok Methodist Church and may be accessed at the URL [www.bmc.org.sg](http://www.bmc.org.sg).

### **Attached are:**

- The detailed agenda including all documents related thereto as referred to in the Summary Agenda incorporated in this Notice.

### **Important Notes:**

In light of the COVID-19 situation and in accordance with the resolutions passed by the LCEC under authority vested by ¶306A.4 of The Book of Discipline, the following alternative arrangements will be adopted for the Last Local Conference:

#### **(a) Personal Attendance not permitted. Attendance only by electronic means.**

A member of the Local Conference<sup>2</sup> will not be able to attend in person. A member of the Local Conference may only attend the Last Local Conference by electronic means as stated below.

#### **(b) Pre-registration is required for attendance by electronic means.**

A member of the Local Conference is required to pre-register to enable him/her to attend the Last Local Conference by electronic means. Please click on the URL below to pre-register:

<https://tinyurl.com/y6qenfvt>

Pre-registration will be conducted between 5 Sep 2020 and 10 Sep 2020 (or such other times and dates as may be notified subsequently).

#### **(c) An email confirmation will be sent once registration is successful.**

Upon successful registration, you shall be sent an email confirmation. The email will also include a link to join the Last Local Conference, the username (your email) to be entered by you, your zoom password and your LCEC appointment or staff appointment and such other information and log-in requirements as may be specified by the Local Conference recording secretary.

---

<sup>2</sup> Note to LCEC & Church Office: Separate arrangements may be made for others invited to attend the Last Local Conference.

## **Annex I**

### **Notice of Last Local Conference** *(continued)*

#### **(d) Logging-in on the day of the Last Local Conference.**

Members of the Local Conference are required to log-in on the date of the Last Local Conference (20 Sep 2020) from 1.15pm to 1.30pm and in the manner specified in the email confirmation to attend the Last Local Conference by electronic means.

#### **(e) Help Hot-Line(s)**

The following hot-line(s) may be contacted for technical support on pre-registration, log-in on the date of the Last Local Conference and other assistance (including assistance in electronic voting, if applicable)

Mr Christopher Tan      93395222

Mr Ang Hoe Yong      98711142

#### **(f) Use of Zoom for tele-conferencing and open voting.**

We will use the 3<sup>rd</sup> party software known as Zoom to conduct most of the Last Local Conference, including for open voting. You may wish to download the Zoom application onto your electronic device before date of the Last Local Conference for a better experience.

#### **(g) Use of E-ballot (for secret ballot voting).**

We will use the 3<sup>rd</sup> party software known as E-ballot to conduct secret ballot voting at the Last Local Conference. Please comply with the following for this purpose:

Go to: <https://eballot.io/bmc/login.cfm?fb=1>

Key in: Username and Access code

Change password

Training on the use of E-ballot will on on zoom via this URL link:

<https://zoom.us/j/3331761980?pwd=MTFmVUxadEJxbXY4R0cxZUJmb1F4dz09>

on the following sessions:

Session 1: 10 Sep 2020 at 8.00pm

Session 2: 14 Sep 2020 at 8.00pm

#### **(h) Directions on how delegates may participate at the Last Local Conference.**

Please follow the directions of the Local Conference recording secretary and the Church staff as to how you may participate in the proceedings of the Last Local Conference,

## **Annex I**

including how you may request to speak, table questions for discussion, respond to questions and circulate documents.

### **(i) Questions relating to the Special Session.**

If you have any questions relating to the Agenda of the Last Local Conference, or as to how the Last Local Conference will be conducted, please address them to the Local Conference recording secretary and the Church staff by email at [petrinayong@bmc.org.sg](mailto:petrinayong@bmc.org.sg) no later than 12 September 2020. We will try to answer all substantial and relevant questions. A single response may be provided to similar/overlapping questions.

### **Notice of Special Session**

**Please co-operate with the Local Conference recording secretary and the Church staff team.**

This Last Local Conference is a momentous occasion. It is the first time that the Local Conference is meeting not by physical attendance but by electronic means. Please fully co-operate with the Local Conference recording secretary and the Church staff organising team so we may hold this Last Local Conference in a smooth and harmonious way. Please forgive any shortcomings we make and any inconvenience caused to you.

We ask you to pray for:

- Our Church and for the success of this Last Local Conference, and
- Singapore, as together we face these extraordinary times united in know & trusting Our Lord, Jesus Christ.

To God be the Glory!

Rev Alvin Chan

**District Superintendent<sup>3</sup>**

**\* Enclosed: detailed agenda including all documents related thereto**

---

<sup>3</sup> *Note to LCEC & Church Office:* The District Superintendent shall fix the time of meetings of the Local Conference: see ¶146.3.