Zoom Meeting Participation Instructions for
Presbytery Assembly Meeting June 13, 2020
and In-Meeting Protocols and Voting (p5)

Some you are by now well-experienced Zoom users. Please read this anyway since there are details you will need to know for this meeting.

The Presbytery will meet at 10 a.m. on Saturday, June 13 which is our scheduled date and time. We will be meeting using Zoom Meetings. Please join the meeting at 9:30 a.m. to sign-in and to deal with any technical issues.   The Presbytery's Office Manager, Shaunda, will be serving as co-host for the meeting and will be assisting in making sure we are all ready to meet at 10:00. Once you are done checking in, please feel free to mute your video and audio and go about your business until the meeting starts at 10:00. **You must have Zoom version 5.0 or greater.**

Registering for the Meeting

Before registering, please read about the four ways to join a meeting in the next paragraph. If you are joining by method 4, you will need to know the phone number from which you will be calling to complete the registration. Click on this link to Register in advance for this meeting. Please do NOT wait until the day of the meeting: https://us02web.zoom.us/meeting/register/tZErfuqsrTMrHtbcNp4gCO_s-TbUad67v_zU

After completing **and submitting**, you will **then receive an email with the actual link to the June 13 meeting.** Please ensure the links to the registration and meeting are kept off all social media sites, such as Facebook. If you want to bring a guest to the meeting, contact the Office Manager and ask that an invitation be sent to them. **A password will be required for everyone joining the meeting, including phone-in participants.** These registration and password measures will facilitate required attendance taking and should prevent unwanted Zoom bombing.

Methods to Join the Meeting

There are four primary ways you can participate in this gathering:
1) On Windows OR Mac (best experience)
2) On your Android or iPhone smartphone/tablet
3) Hybrid of computer and regular telephone. If you have a computer without a camera or a microphone, you can use methods 1 & 4 together. You will be able to see and hear all the presentations, but the other participants will not be able to see you.
(The ease of participating in Poll voting is best with one of the above methods.)
4) An old-fashioned conference call. With this, you will only be able to hear the presenters and take part in discussions.

If you are well-versed in using Zoom, you can jump to the Waiting Room section.

Equipment Preparation

If you have never used Zoom before, please prepare and test your equipment <u>well in advance</u>. If you do not have the right equipment, get it now - it is very difficult to get cameras or microphones within a day or two, even for Prime users. Download and install the Zoom app (Zoom Client for Meetings) from [here](#) for Windows or macOS, or if using Android or iPhone, from your Play Store or App Store (Zoom Cloud Meetings). This only has to be installed one time. You do not need to register at Zoom in order to participate in this meeting. Zoom does offer a limited free account to anyone if you wish.

Please try to get a reliable stable connection to the internet. A wired connection to your router is usually best. If on wifi, getting close to your wifi router is a good idea also. We have resources to help you get your equipment working and let you connect to a test meeting. Contact the Presbytery office, the email address is at end of the document.

Tip: Automatic cameras work best with no bright lights behind you – they will make it look like you are in a very dark area. Lights to the front of you are best.

The procedures which follow are for meetings that require a registration and a waiting room, which ours will.   The procedures below may vary slightly, depending on if you are a registered Zoom user or not, and if you have previously chosen default options for yourself.

(Methods 1 & 2) The easiest way to join is to click on the meeting link that was emailed to you <u>after</u> registration. That link was made for you alone. (If you lost the link, you should try to join by starting the Zoom app on your device and manually enter the meeting ID & Password, somewhat hidden in the Zoom email. Email jeffmague@gmail.com if you lost the link and need to get in.) After clicking the meeting link, a page will appear on the screen asking if you want to launch or open the Zoom meeting. Click "yes". Once launched, you will need to enter the meeting password. After that, you will see yourself on the screen with an option to Join with Video, choose this. This will put you in the waiting room, after which you will be admitted shortly. The next screen will give you the option to "Choose ONE of the audio conference options." Choose "Computer Audio" or "Join with Computer Audio" or (on Smartphone) "Call via Device Audio". This will put you in the main meeting. (**Steps vary slightly for smartphone users**, you may have to click "Start Video" manually after joining the main room. Swipe left to see gallery view.)

(Method 3) If you are using a desktop computer without a camera, but you have speakers <u>and</u> a microphone, you can join the meeting with audio but no outgoing video. If you have no speaker or no microphone, **we recommend you still use the computer**, but ALSO use your regular phone and complete a conference call. The idea is to use the computer and the phone together to let you see and hear everything. First, connect your computer to the meeting by clicking the link on the invitation, and

launch/open the Zoom meeting. After that, you will see yourself on the screen with an option to Join with Video, choose this. This will put you in a waiting room, after which you will be admitted shortly. The next screen will give you the option to "Choose ONE of the audio conference options." **Choose "Phone Call".** Here you will see a list of phone numbers – any of these should work. **The Meeting ID is listed, as well as your <u>Participant ID, and password, which you will need to complete the call</u>.** Once your call is connected, you are all set.

(Method 4) If you have no computer, then just attach by using a telephone conference call. Use any of the phone numbers found in your invitation. You will need to know the Meeting ID and Password (look in the Zoom invitation). It will also ask for a participant ID, just press the "#" key. During the meeting, you can mute/unmute with "***6**", and raise your hand with "***9**".

The Waiting Room

The waiting room has three primary functions. It allows us to screen participants to prevent "Zoom bombing", gives us a chance to take attendance to determine if we have a quorum, and is also a place to excuse candidates (and family members) after they have spoken to Presbytery while we discuss what they have shared and conduct the vote.

While in the waiting room, you may also test your computer audio and adjust settings, but the default settings are normally best. There is not much else you can do here except enjoy the virtual coffee and donuts.

Shaunda will mark you present and admit you to the main gathering, where the others can see and hear you. Once admitted, please find your image and confirm your name is appearing correctly. Pastors and elder commissioners, please add a hyphen and your church's name after your last name. Do this by clicking on the three dots in the upper right corner of your picture and choosing **Rename** (right-clicking on your image will also work). (Smartphone users – Control Bar/Participants/Long Press your name and adjust.)

Interactive & Fun Controls

If you are proficient with all these items and know how to mute/unmute, chat, toggle Speaker View/Gallery View, raise your hand and give a thumbs up, you can skip this section.

Once you are in, get your screen set up so you can be most efficient. Become familiar with these items: Smartphone participants have a few limitations and may have to use gesturing movements to accomplish these items.
　　1) Control Bar: This is a dark grey bar on the bottom of the Zoom window (you

may have to mouse over to activate, smartphone users tap on screen to activate). For most participants, there are 5 items of importance to you, starting on the left. **a)** Microphone icon – click to mute/unmute; **b)** Camera icon – Click to start/stop your video (doing so puts you as the last person appearing on others' screens); **c)** Participants – Click this to make a list of participants appear on the right side of your screen; **d)** Chat – by clicking this, you will be able to chat with an individual or everyone. This shows up on the right side under Participants; **e)** Reactions – by clicking this, you can give a temporary thumbs up or a clapping hand. It stays visible for 10 seconds. (Smartphone users, tap screen to activate control bar, some of your icons are under "... more".

2) Participants List: This shows all the participants and their current status, and is very handy for the host and moderator. It is also fun and handy for you too. You can raise your hand (blue), which will stay raised until you or the host lowers it; you can display a coffee cup, which means "I need a break", or others such as "yes" / "no". Only one of these can be active at a time, but they stay visible until taken down by you or the host.

3) Zoom Group Chat: This pane shows chat messages to everyone plus private chats to you alone. To send a chat, click on the pull-down next to "To:" and choose "Everyone" or an individual, then type in your message and hit enter.

4) Speaker View/Gallery View toggle & Full Screen. In the upper right of the black area, you should see an icon for either Speaker View or Gallery View. You can toggle between these as you need to during the meeting. During a presentation, speaker view is good, but if there is a lot of back and forth discussion, gallery view (aka Brady Bunch view) is good. In the gallery view, if more people are participating than can fit on a screen, then you can click the right arrow which will appear and see the next page.

5) Leave Meeting/End: Hooray, we are done! This shows up in red print at the lower right of the black Control Bar (upper right on smartphone).

6) Most people find it best to Maximize your Windows/Mac window, but NOT to "Enter Full Screen" (▣) on the black Zoom screen. (That way, the Participants/Chat panel is not overlaying the video portion.)

<div align="center">**In-Meeting Protocols**</div>

<div align="center">**Muting**</div>

Once you are in, please mute your microphone unless you plan to speak. Once you have spoken, re-mute it. This keeps us from hearing your barking dog or the jackhammer in your neighbor's driveway. There is a nice shortcut to easily do this: keep yourself muted, but if you need to speak for just a minute, **press and hold the spacebar on your keyboard**. This will turn your microphone into a "push to talk" device. Presenters will want to fully un-mute while presenting.

<div align="center">**Being Recognized by the Moderator**</div>

On the lower right on your screen is a "Reactions" button which, if used, gives you the option of displaying a "thumbs up" or a "clapping hand."   If you wish to be recognized to speak by the moderator, use the clapping hand button. Once you are recognized please unmute your microphone and speak. Then re-mute. The hand sign goes off after 10 seconds, so you may need to push it again. The moderator and Stated Clerk will be on the lookout for raised hands.

<div align="center">**Making Motions**</div>

Please include any motions you know you plan to make within your written committee report. If you do not have a written report, but do have a motion, please send it 10 days before the meeting to the Stated Clerk, email at end of the document. This will save a lot of time. As always, motions from committees at Presbytery do not require a second. If a motion is made that requires a second you can do that verbally or by using the "thumbs up" response.

If you have a motion to make that was not previously submitted, or if you have a point of order, obtain recognition of the moderator by raising your virtual hand, and make your motion. The moderator always has the option to require your motion to be submitted in writing. This can be done by using the "chat everyone" feature noted below.

<div align="center">**Voting**</div>

We will vote in two ways. The first will be for votes that will probably be non-controversial. The moderator will simply ask anyone who <u>objects</u> to the motion to raise their hand (using the response button). <u>This is backward from the way we usually do it but it is the method recommended by the GA for such votes.</u>

Zoom has a polling function we will also use. If there is a vote, the host will post the question on the screen. You will be able to vote "yes", "no" or "abstain" and the results

will be displayed. Generally, poll voting is a secret ballot. We want all eligible voting members to vote on every poll so we can correlate the number of votes to the number of voting members and make sure it is working right. It is important to remember that once you mark your choice you need to scroll down and hit submit so your vote will be entered. The vote totals are shown in percentages but we will be able to download a report after the meeting to see the counted vote.

There is a function we can use for voting by **people who are in the meeting on audio only.** If you push **"*9"** (star 9, not just 9) on your phone keypad it shows as a raised hand. If a non-polled vote is called for, push "*9" to indicate that you vote in opposition. If you are on audio only and do not raise your hand when a vote is called for it will be counted as a "yes" vote. If you are coming in on a landline rather than a smartphone, this *9 function may not work. You will be given the opportunity to vote verbally. If it is a secret ballot, you can either vote verbally (all will hear), OR you can email your positive or negative vote immediately to the Stated Clerk, statedclerk@riversidepresbytery.com.

Sideline Communications

On your Zoom desktop control bar, you will find a "chat" button. You can use this to type a message. You can address this to a specific individual or the entire group through the screen that will pop up on the right when you push "chat." If there is a chat communication for the group or just for you, it will show up at the bottom of your screen. Click on it to read.

Meeting Etiquette

A few notes about online meeting etiquette for a large meeting.
1) If possible, look into the camera when talking instead of looking at yourself. Directing eye contact into the camera while speaking gives attendees the impression that you are looking at them rather than off to the side.
2) Generally, keep your video on and your audio muted unless you need to speak. If you will be paying attention to something else in the room for a minute, temporarily disable your video (click on the camera icon) so everyone else is not distracted by your activity. Your name or still photo will appear instead.
3) Try not to use virtual backdrops that have constant movement, which can be distracting and it creates higher bandwidth utilization for everyone.
4) Hold off on eating meals during your meeting. Some etiquette promoters say don't drink during a meeting either; however, a beverage is considered okay for long meetings, just not while you are presenting.
5) Even though it's tempting, try not to multitask too much, but if you're going to, please be sure your audio is muted and your video is disabled.
6) If on a smartphone, start fully charged and have a charger handy. We don't want to lose you at a critical moment.

7) You don't have to be overly prepared for a meeting you're not hosting, but standard preparation for the meeting is in order. Try to be on time, and be familiar with how to use your Zoom controls.

Stated Clerk email: statedclerk@riversidepresbytery.com
Presbytery Office: riversidepresbytery.info@riversidepresbytery.com

Questions or concerns with the in-meeting protocols can be raised by email to the Stated Clerk, Tom Rennard.

June 3, 2020