

Suggestions for Using Zoom for Meetings & Worship for Church Leaders

Anyone who can answer email can connect with others using Zoom. Computers, tablets, smartphones and “dumbphones” can all be used to participate in a Zoom meeting. Here are some suggestions.

- First, set up your own Zoom Pro account. The cost is \$15 per month, and if you buy a year’s worth, the price drops to \$12 per month. The Pro account provides capacity and flexibility and is worth it. It allows for 100 participants, and it can be expanded for a slight increase in price.
- Zoom works best as a many to many system, that is when everybody is online. Its harder when several people are at one station since they cannot all be seen and heard by all others. If more than one person (two is really max) is at one station, they should sit close enough to the web cam so that facial expressions can be seen. If more than two, have users set up another station (smartphone, laptop, or tablet) in the same room, if they are able.
- Practice! If you are going to hold a meeting or worship with some people who have not used Zoom before, offer several practice session beforehand so people can help them adjust their connection.
- Headsets & Muting – If participants use some kind of a headset, they probably will not need to mute, which allows for freer participation. If they are using speakers, they will need to be muted since ANY background noise is a significant distraction. **Remind people to touch the spacebar** to quickly and easily unmute when they wish to speak. Once they get the hang of this, it works very well.
- Slow Your Normal Pace, Take Time – If you are holding a meeting, open it at least 15 minutes ahead and encourage people to join early. Take time to make sure each person can be seen and hear and feels confident. A sure sign that they do is that they will stop saying “can you hear me?” each time they begin speaking.
- It is best for the leader to host the meeting – This is not true when several people are meeting in one place and others are joining by Zoom, but when everyone is attending by Zoom, the leader needs to be the host. The Host controls muting, can see who joins, can share screen, etc. Hosts need to practice and be familiar with all of the controls head of time.
- Phone Participants – Zoom allows people to phone in. Take time to identify callers and type their names in on their screens. If it is meeting with discussion, always ask if anyone on the phone wants to speak, since they cannot raise a hand.
- Voting – If you meeting requires voting, all members must use the same method. Oral votes, as in an in person meeting, works best. Majorities are as easy to hear as in an in person meeting. If it is not possible to determine a majority, go to a roll call vote. Ballot voting can be done by email, or in writing, but remember proxy voting is never allowed. If votes are going to be mailed in, a meeting code is given to those who were present at the meeting to write on their ballots, since only those at a meeting can vote.
- Worship – Zoom works well for worship if you do not try to exactly duplicate in person worship. Don’t try to “televise” or “webcast” with a camera following several people in a large area—unless you have good video and sound equipment and personnel who know how to channel external video and audio signals through Zoom (its not easy). Instead, each person leading some portion of worship should have their own Zoom station. Everyone can be in a different place, and worship leadership can be shared. The leader can also share items on the screen, like announcements, sermon illustrations, outlines, etc.
- Communion – Participants can assemble their own elements, and hold them up together as the words of institution are spoken. Communion via Zoom is quite meaningful.
- Visual Freeze/Audio Breaks – The host must make sure a very strong WIFI signal is available or connect using a LAN cable. Participants need to be close to their WIFI source. Interruptions are almost always from end user weak WIFI or a poor internet connection.
- Apple Products, especially iPads, seem to work better if the Zoom app is downloaded and used. PC and Android do fine without a special app.

Zoom Tips for New Users

Thanks to Dan Holland, MVPC

To Join a Meeting:

- On your computer, click the joinlink in the email. If you are a first time user, The Zoom client will quickly download. Click “yes” to all questions. Otherwise, the meeting will simply open.
- When asked, enter your first and last name, which others will see.
- Computer Audio or with Phone Audio? If your computer has a microphone, choose Computer Audio; *If your computer has no working microphone:*

If you want to watch/listen only you can choose Computer Audio - you won't be heard, but you will see and hear.

To interact, choose Phone Audio and see instructions immediately below. (During worship, this will allow sharing in both small group "passing of the peace" and prayer request times; on Wednesdays there will be time for small group discussion and for questions or comments.)

- On a phone:(or Phone Audio in conjunction with a computer). Dial the number on the invitation. When prompted enter the meeting ID and password from the email.
- Phone plus computer: on your screen you'll see a pop-up window with the meeting ID, password (where applicable) and a participant number. The participant number links your phone to your square on the screen.
- Things to note when using phone audio (whether in conjunction with computer or not):
 - Long distance charges apply if you are using a land line.
 - Using a speaker phone may make it's easier to participate, but it will also pick up background noise, so the host may mute you.
 - There is no need to speak louder than normal, microphones are pretty good.
- Using Computer Audio - Test your microphone and sound by clicking on the up arrow “^” next to the microphone symbol in the lower left corner and follow directions.
- Using a headset with microphone or headphones provides the best experience.
- On your tablet or smartphone, - you'll need to download the "Zoom Cloud Meetings" application before you can join the meeting.
 - For Apple devices you can find it here (<https://apps.apple.com/us/app/id546505307>)
 - For Android devices you can find it here (<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>)
 - You will need the meeting ID number and password from the email to join.

Helpful Tips once you're in a meeting:

- Muting – When you first log onto the call you will be muted. Unless you're intentionally speaking, please keep yourself muted to cut down on "noise" and eliminate feedback and echo.
 - On a computer keyboard, the easiest way to unmute is press and hold the spacebar.
 - On Device, the easiest way to mute/unmute is tapping the screen then tapping the microphone button in the bottom left hand of your screen.
- Name – Sometimes your device will default to its name rather than your name. To change what everyone sees for your name:
 - On a computer, locate yourself, click the blue box with 3 little dots in the upper right hand corner of your square. Click on "Rename"
 - On a device or computer: open the "Participants tab" by tapping the screen then tapping the "Participants button" (bottom of screen right of center). Your name will be at the top. There will be a ">" symbol on the right edge. Tap that. Tap "Rename", enter your name
- Raising your hand – here is a "raise hand" function in Zoom, but it is easier to hold a bright colored paper or even your hand in view of your web cam, that fills your video window.
- Chat – This is to send a written message. Particularly useful if you don't have a microphone or can't get it working... but also useful in some other circumstances. On a computer, click the Chat button (bottom of screen right of center). At the bottom of the Chat tab, which will come up as a white sidebar, there is a place for you to type a note. It can be directed either to the host or to everyone.
- Views – Found in the top right corner. *Gallery View* makes an array of boxes showing everyone's video at once. *Speaker View* makes the person who is speaking a larger video and puts others in a line across the top of screen.
 - You are also able to "Pin" to one person's video - which may be useful when someone is presenting or preaching. To pin a video right click on that video then click "pin video".
 - On Device: you may be able to switch between views by swiping to the left. Some devices may not support this.