

Guide to using Zoom for Synod Together Meeting – 9 October 2021

Signing In

- Please try to ensure that your name as you sign in for the meeting is your full name (please do not use titles e.g. Revd. as this makes it hard to see your full name). If you are a voting member please add a capital V at the beginning of your name and if a non-voting member or visitor, please add an X e.g. V Russell Furley-Smith, X John Smith. This is best done by logging into Zoom from your browser before the meeting and changing it in your settings. It is really unhelpful to have people labelled as 'Fred's iPad' or by the make and model of a phone!
- Remember to log in at the times stated for voting and non-voting participants (9.30-9.45 am voting members; 9.45-9.55 am non-voting members).
- If your name is not clear, those dealing with registration will probably leave you until towards the end, as it will take them far more time to let you into the meeting.
- If you have difficulty getting into the meeting, either at the start, or if you get cut off, try signing out, and signing back in again.
- Do be patient, especially during the registration period, as those administering it will be very busy.

What you can see on screen

- This will depend on what type of machine you are using (eg phone, tablet, laptop).
- It will be helpful to you to have the list of participants open, as this gives you access to various tools that we will be using. It looks like this and is normally at the bottom of the screen on a computer, the top on a tablet, and can be found by tapping the screen on a mobile phone.
- Please familiarise yourself with essential Zoom response buttons (where they appear on your screen depends on the device you are using and the version of Zoom you have on your device). Essential features include: participants, raise hand (lower hand), yes and no.

Conducting our business

Whilst holding the meeting online is different from a physical meeting, we will conduct business in a way which, to a great extent, follows our normal pattern.

- If you wish to speak in the meeting, then you need to click on the 'raise hand' icon. This puts you at the top of the participants list, and can be seen by the chair, who will ask people to speak, in the order in which hands are raised.
- If someone else makes the point you were going to bring, you can lower your hand by clicking the icon again. Waving on screen, or using the 'reactions' button on the main Zoom screen will not be seen by the Moderator and Clerk.
- Most of the time, you will be muted. When you are asked to speak, please unmute yourself, tell Synod who you are and where you are from, and then bring your point. If you do not mute yourself after you have spoken, one of the tech support team will do this, as well as lowering your hand.

- We will, as usual, split any debate into the three stages of 'information/clarification, discussion, and decision'.
- If we want to 'take the temperature' of the meeting, we will ask you to use the 'yes' or 'no' buttons (see the previous picture).
- At various points we will need to vote on formal resolutions. For this we will use the poll function. A box will appear on your screen, and voting members are asked to click the appropriate place. You then need to click on 'submit'. There is a time limit to respond. Once the poll is finished the results can be shared with everyone. Only voting members should participate in these polls.
- We will need to trust those who are visiting, rather than voting members, not to complete the polls. However, if the number of votes exceeds the number of voting members it will be noted, and if there is an issue around the validity of decisions, the support team could, if necessary, remove visitors into the 'waiting room' and reissue the poll.
- A recording of the meeting will be made, purely for the use of the minute taker. Once the minutes have been written it will be deleted. If you have any issue with this, please tell the Registration team as you arrive.

Chat function

- The 'chat' function of Zoom will be available during the meeting. But....
- Don't forget, if you send a message to 'everyone'... everyone will see it!
- Please use 'chat' wisely. Do not use 'chat' as a way of participating in the formal business of Synod Together. 'Chat' will not be seen by the Moderator or the Clerk.

Breakout rooms

- At some points in the meeting we may use the facility to split the meeting up into smaller groups in 'breakout rooms'.
- The groups will be randomly assigned.
- When breakout rooms are being used you will receive a message inviting you to join. Just press 'join'.
- You will get messages to say when they are finishing. You will go back to the main room if you wait for the timer to finish.

Staying connected

- Once you have signed in, if possible remain in the meeting. During breaks, or if you need to leave your computer for a while, make sure that you are muted, and if you wish, turn your video off, but don't click on 'leave meeting', as this will mean that you will come back into the 'waiting room'.

Those joining by telephone

- In order to join the meeting: Dial 0131 460 1196.
- When asked, enter the meeting ID 822 4060 8246 on your keypad, followed by #
- If asked to enter their unique ID: simply input # (This skips this stage)
- When asked, enter the meeting password 445291 followed by #
- Please then wait until you are admitted to the meeting
- During the meeting: *6 allows you to mute and unmute your telephone microphone

- If you have a question or want to make a point during the meeting *9 allows you to "raise your hand"

Please note: If you have a 'phone call package that gives you unlimited calls remember that this only lasts for 1 hour so after 55 mins you need to hang up and join the meeting again.

It would be helpful if anyone who intends to join by telephone could let us know in advance the phone number that you will be calling from so that we can allocate you a name. Please contact me at synodclerk@urcsouthern.org.uk or by telephone (020 8668 0630)

Rev'd Russell Furley-Smith, Synod Clerk
October 2021
with grateful thanks especially to Wessex Synod