

Our Saviour Lutheran Church Zoom Congregational Meeting Best Practices

How we are going to conduct the meeting?

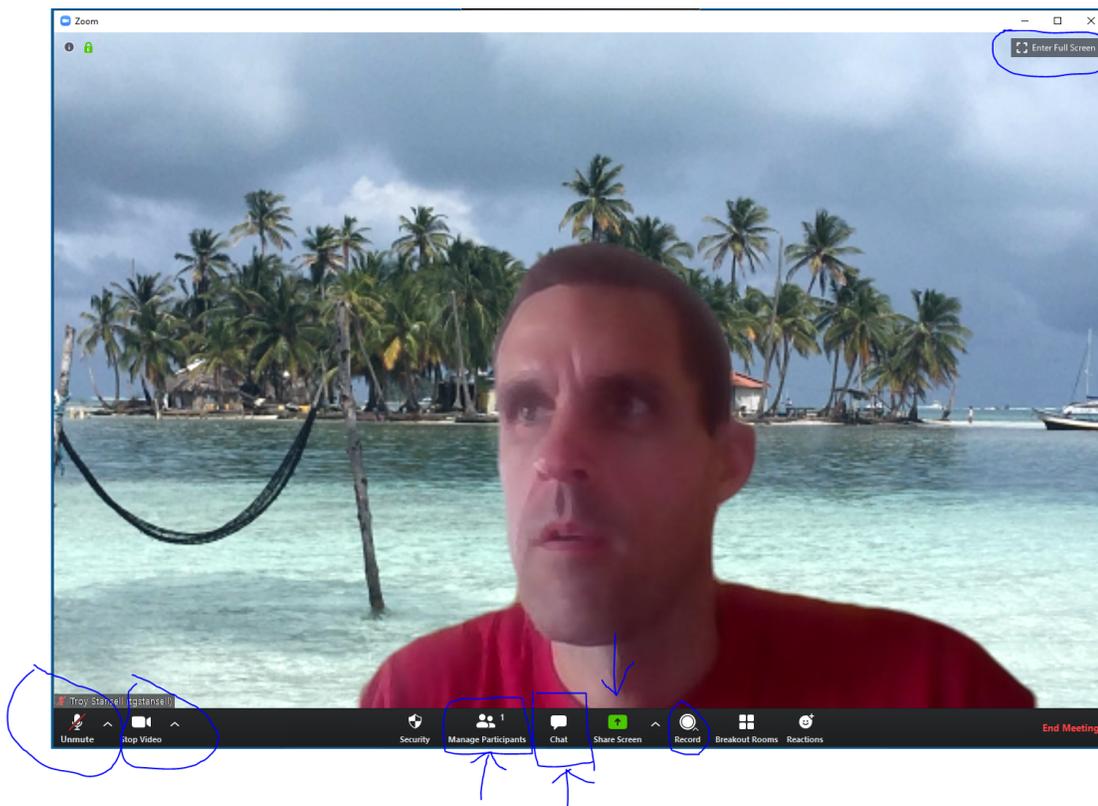
- Troy Will Host the Meeting following Robert's Rules of Order as best we can. I will recognize people from the floor that have a question, or a comment using several methods described below.
- Keep yourself **Muted**, until you are recognized to speak.
- One Person Talks at a Time, once recognized
- Meeting will be recorded

How will I recognize you?

One of 3 ways:

- Either physically raise your hand in the video (Depending on Number of People, I may not be able to see everyone's video).
- Put your question/comment into the (See [Chat Feature](#))
- Virtually Raise Your Hand. (See [Manage Participants](#))

Here are a few Zoom Pointers:



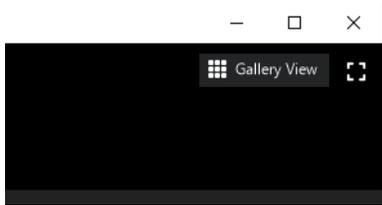
Lower Left

- UnMute/Mute Function – Also keep in mind that if you have a headset you may need to unmute your headset as well. The ^ next the mute/unmute button allows you to modify audio settings if you need to.
- Stop Video – Allows you to turn off your video, or to change your background if you want.

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Upper Right

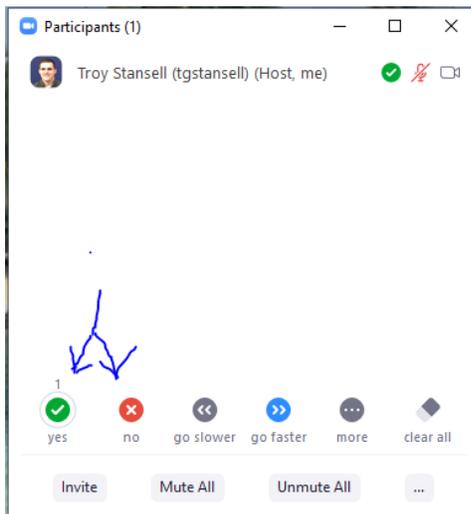
– Enter and Exit Full Screen Mode. This will allow you to resize, move to a second monitor, etc. There is also an option for Gallery View, this will allow you to see all the participants in the Zoom Meeting.



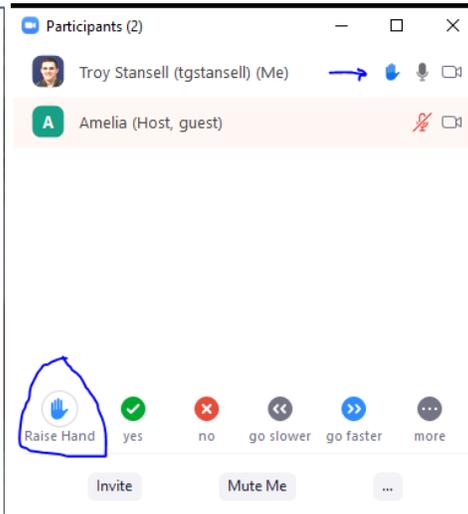
Bottom Middle

- **Manage Participants** – This is a key feature to use and have opened up. There will be a hand that you can select to “virtually raise” your hand. I will have this window open to recognize a virtual hand raise. Remember to toggle on and off when done. In the current screen capture I have selected yes, and you’ll notice the yes check mark next to my name. This is also a backup method to vote, but I prefer to not use this option. The Host has the ability to mute/unmute participants if need be.

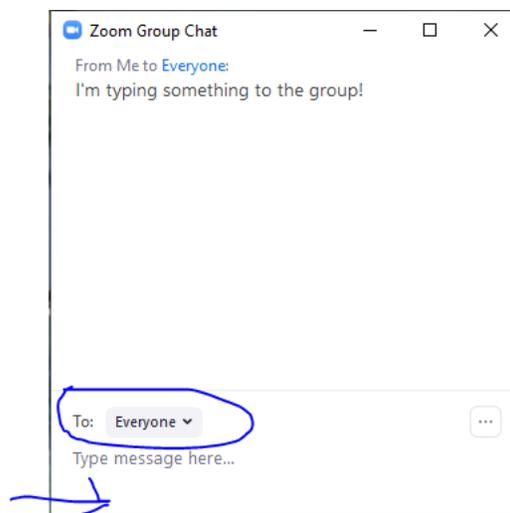
Example 1 Yes/No Vote



Example 2 Virtual Hand Raise



- **Chat** - This is a key feature to use and have opened up. Please ask questions here and as a host I have the ability to see the questions/comments etc. and the ability to share. You have an option to send the comment to the entire group, or to specific people privately. For Example, if you want your comment to only be visible to me, then choose a private message to me from the arrow next to everyone.



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How will we Vote:

We are going to make use of the Polling Feature (One Draw Back, is that it **only be one vote per device logged into the Meeting**. The host has the ability to launch a poll with the question of the motion in the poll. The Poll Question will automatically pop up when the host launches the poll and will stay open as long as the host keeps the poll open. Example of what will pop up on your screen. Simply select your choice and the poll window will close.

Polling 1: Polling Questions

1.What is your favorite color?

Red

Green

Blue

The host can share the results of the poll as well.

Polling 1: Polling Questions Edit

Poll closed 1 voted

1.What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

[Share Results](#) [Re-Launch Polling 1](#)

If the vote is close, we will make use of the chat feature. **Send Private Chat** to XXXXX, recording every voting members vote, as the example below.

To: Everyone ...

Vote Affirmative for Mickey, Vote Negative for Minnie