

# Our Saviour Lutheran Church Zoom Congregational Meeting Best Practices

## How we are going to conduct the meeting?

- The Council President will host the Meeting following Robert's Rules of Order as best we can. S/He 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**
- If you are on the phone, please announce yourself.
- Meeting will be recorded

## How will you be recognized?

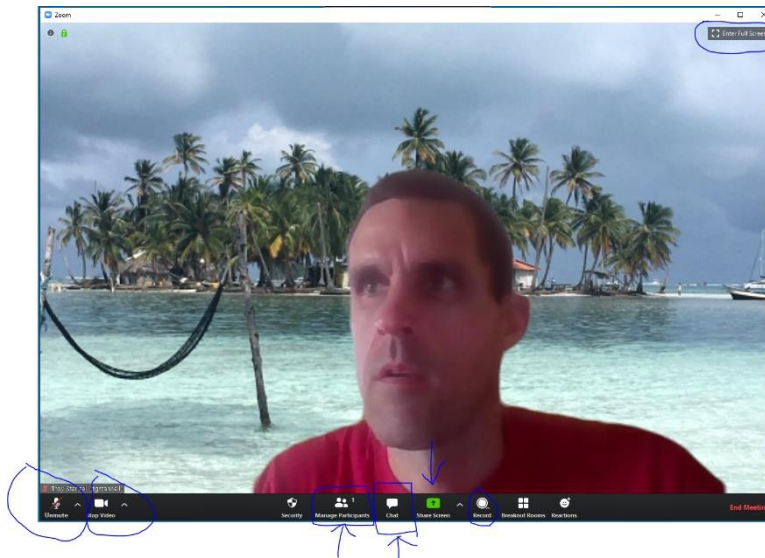
One of three ways:

- 1.) Physically raise your hand in the video/on camera. (Depending on number of participants, it may be that the Council President is unable to see everyone's video)
- 2.) Virtually Raise Your Hand. (See *Manage Participants*)
- 3.) Put your question/comment into the Zoom Group Chat box. (See *Chat Feature*)

**If you need help in advance setting up your technology, please contact us. We know people who can help with your equipment or can set you up with options!**

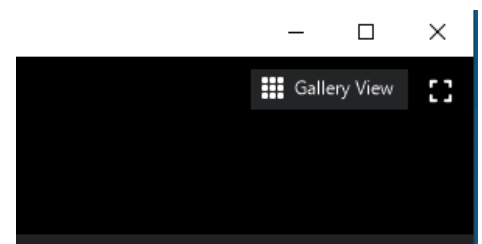
**\* If you plan to call in rather than join through the internet, please let us know in advance.**

Here are a Couple of Zoom Pointers:



## 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.



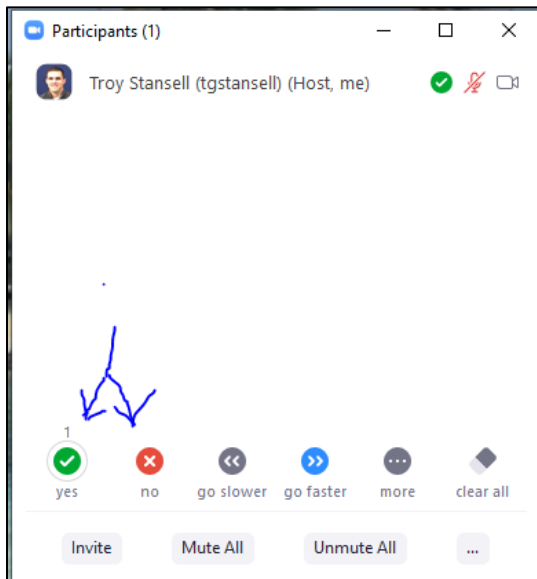
## Lower Left

- *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.

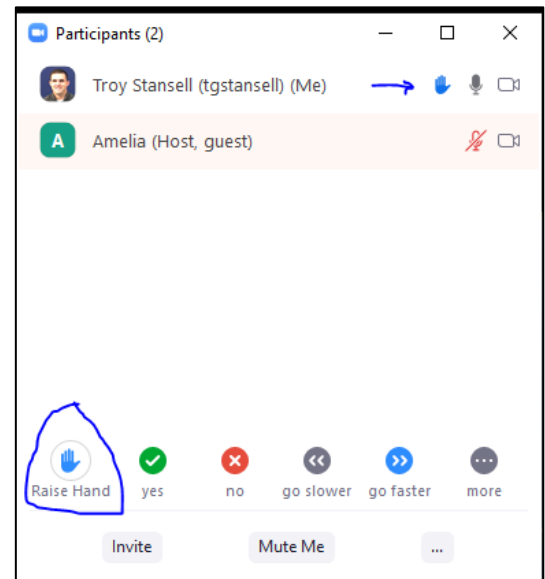
## Bottom Middle

- *Manage Participants* – This is a key feature to use and have opened. 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.

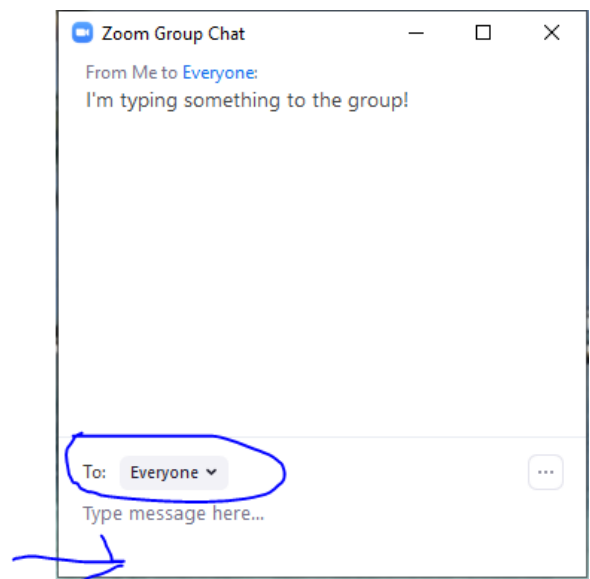
Example 1 – Yes/No Vote



Example 2 – Virtual Hand Raise



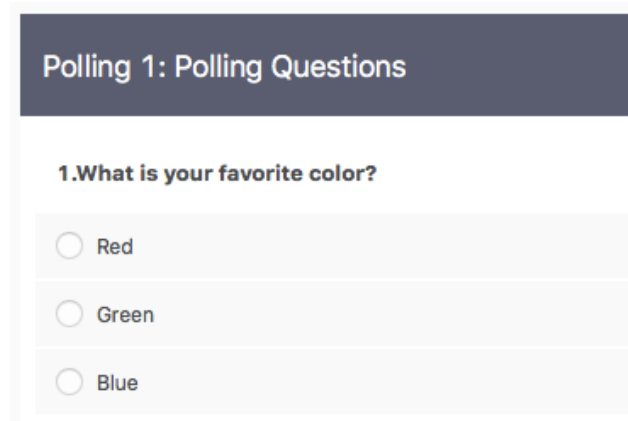
- *Chat Feature* – This is a key feature to have/keep open and use. Please ask questions here and, as a host, I have the ability to see the questions/comments etc. and the ability to share. You have an option to send the comment to the entire group, or to specific people privately. For Example, if you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



## 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

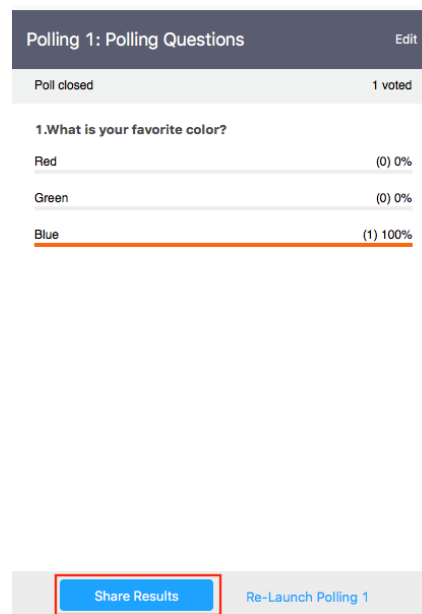
1.What is your favorite color?

Red

Green

Blue

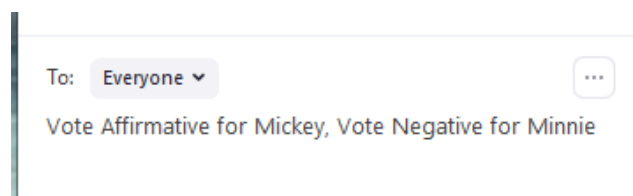
The host can share the results of the poll as well.



\*To Participate in the Polling, you need to have the Zoom iOS or Android Mobile App

\*\*If you called in and are not using the app, text me your vote. 208-989-4887.

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