

The Church Meeting will be conducted using Zoom. If you would like some help with getting familiar with setting up Zoom and using it, our Administrator, Helen is offering help. If you would like some guidance please email Helen [hjones@qrbco.co.uk](mailto:hjones@qrbco.co.uk) or leave a message on the Church Office phone and she will get back to you.

If you are familiar with using Zoom for small meetings, this may seem a little different. During the meeting all microphones except the speaker indicated by the Chair of the meeting will need to be muted to avoid distractions (Dogs barking, phones ringing etc).

We encourage everyone to download the latest version of Zoom before the meeting as this will eliminate some potential technical difficulties. You can do this by clicking <https://zoom.us/download> and selecting download "Zoom Client for Meetings" and then installing the file.

### **Zoom Login**

<https://us02web.zoom.us/j/85011528965?pwd=WGk5QTBQMxB5R1dpbkdqSVUwdHpHUT09>

Meeting ID: 850 1152 8965

Passcode: 590141

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For those who phone into the Zoom meeting :-

Joining by phone will be just like it is for the prayer meeting. So the same telephone number (0203 901 7895) then when it asks, key in the meeting id (above), then #, no participant id (just press #) and then key in the password (above) then # again.

Two new things are that callers will need to key:

\*6 (star key then 6) to mute or unmute themselves; and

\*9 to indicate they wish to speak (=putting their hand up). Only Dan Simonds or Iain Colville as co-hosts will see this and indicate in the chat that 'X on phones' wants to say something, for the rest of the meeting to see.

Those on the phones will not be able to participate in any voting using Zoom's on screen polling function; they would have to speak out their vote aloud if they so wish. They also won't be able to see/hear the on screen result of a poll.

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On logging in you will be taken to a "waiting room". From there you will be admitted to the meeting from 7.15pm onwards.

Some interactions during the meeting will be through the Chat function (similar to the chat on Youtube or Facebook before and during Sunday services).

Please keep your microphone muted unless invited to speak by the Chair. If you wish to speak please type a question mark - ? - in the chat box which will make the Chair aware. (The hand raise function will not be seen by the chair as he is not going to be the host (in Zoom terms) of the meeting.)