

# Instructions and Advices for Online Worship

Lake Erie Yearly Meeting

March 2020

*Note: This online worship help guide is a slightly modified version of one developed by Patapsco Friends Meeting. We are grateful for their leadership and service in this important work.*

For the health and protection of our Meeting community and to support the public health of the wider community in the face of the Coronavirus pandemic, LEYM is experimenting with providing online worship, using the Zoom conferencing service. Many in our community are familiar with Zoom; some are not. For those who are not, instructions for how to set up and join a Zoom conference follow at the end.

Many have participated in meetings of various kinds on Zoom; few have participated in a meeting for worship on Zoom. To help establish and sustain the quality of worship, we have prepared some advices below. First, for ease of reference, here is the call-in information, with [details on setup](#) further below:

Topic: LEYM Virtual Meeting for Worship

Time: This is a recurring meeting that begins at 10 AM on First Day (Sunday) mornings

Join Zoom Meeting

<https://zoom.us/j/256023641?pwd=Mnl0QkVGM1lsMTRUTnEzRTdra0lqQT09>

Meeting ID: 256 023 641

Password: 2worship

One tap mobile

+19294362866,,256023641# US (New York)

+13126266799,,256023641# US (Chicago)

Dial by your location

+1 929 436 2866 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 256 023 641

Find your local number: <https://zoom.us/u/abrhjySSG7>

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## Advices for Participating in Online Worship

- **Enter the meeting in silence** as you would for an in-person meeting for worship. Do not introduce yourself when you enter.
- **Keep your device on mute** unless you are speaking. Everyone will be muted by default upon entering, and the “host<sup>1</sup>” has the ability to mute and unmute any participant. Background noise such as dogs barking or cell phones ringing can be very disruptive to the spirit of worship and make it hard to hear.
- **If you are led to speak**
  - As always, **allow some silence** after any preceding message to allow it to settle in our hearts.
  - **Unmute** your device. (See [instructions](#).)
  - **Introduce yourself**, simply saying “This is <your name.> (Some may participate by phone, so it especially helps them.)
    - Pause briefly in case someone else has also started to speak. If so, wait for the clerk to recognize you. Otherwise, start speaking.
  - **Mute** your device when you are done. (The host may do so if you forget.)
- Continuing in worship, the clerk will invite afterthoughts and joys and concerns as usual. Continue to follow the same advices for speaking.
- If you need to get the attention of the host or clerk for any reason, use the chat feature and choose to whom to address your message. If you are using only a phone to connect, consider texting the host first; unmute and speak to the group, if necessary.

## Instructions for Setting Up Zoom and Joining a Zoom Conference

- Set up Zoom in advance of the meeting time. Allow 15 minutes at least. Allow more if you think you may need assistance.
- Familiarize yourself with the Zoom features you will use during the meeting, such as muting and unmuting, starting and stopping your video, controlling what you see, and the chat feature.
- Use only one audio connection per room, ensuring all other microphones and speakers are muted. (For example, you might have more than one person in a room and might be tempted to each use your own device to connect.)

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<sup>1</sup> The host is the person running the technical side of the Zoom call, as distinct from the clerk.

## Download and Install to your Computer or Mobile Device

- Get the latest software for your device at <https://zoom.us/download>

## Participating by phone

- Participating with video is helpful but not required.
- To join by phone, call 312 626 6799, Meeting ID: 256 023 641
- To mute or unmute your phone, dial \*6
- At the end of the call, just hang up.

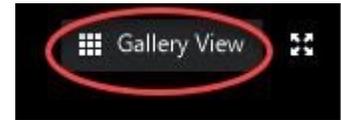
## Instructions for Using Zoom During a Conference

Note: If you don't see any of the controls shown in the illustrations below, try moving your cursor over the window where the control is supposed to appear.

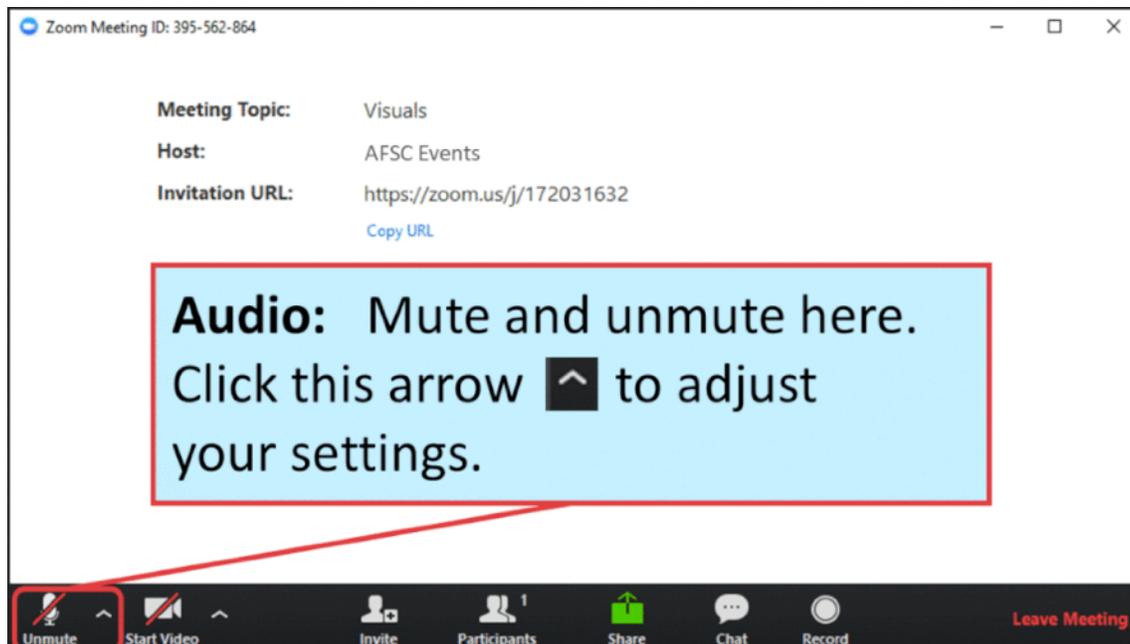
### Controlling Your Display

In the upper right of the video portion of your screen,

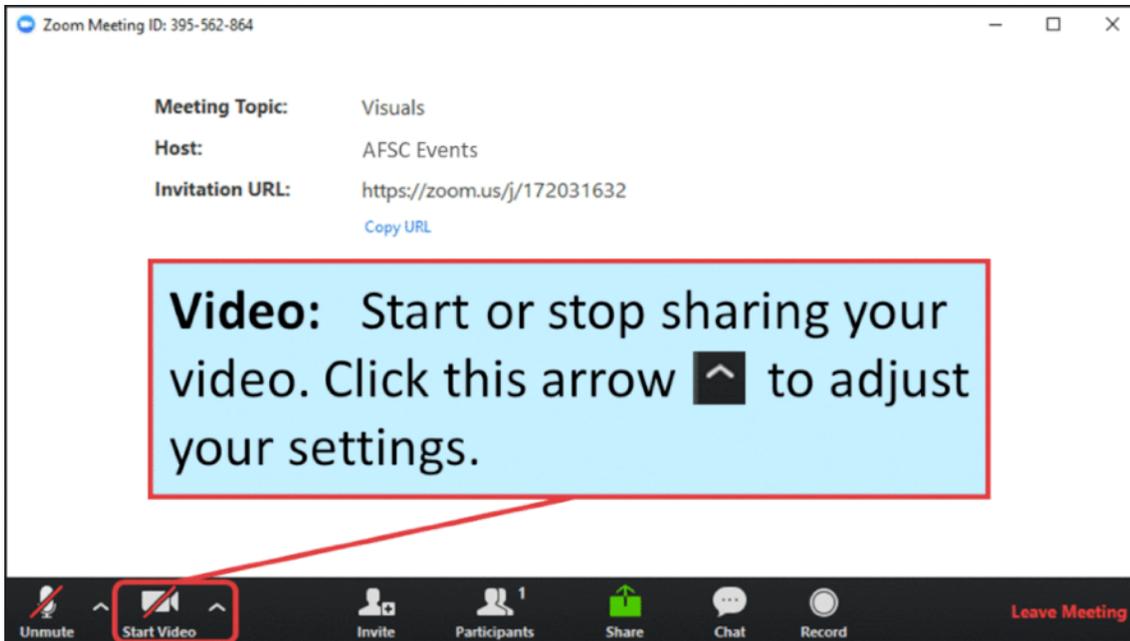
- Select Gallery View to see a small video box for each participant.
- Select Speaker View to see the person speaking full screen, with the other participants in small boxes along the top of your screen.



### Muting and Unmuting

A screenshot of a Zoom meeting window. The window title is 'Zoom Meeting ID: 395-562-864'. The meeting topic is 'Visuals', the host is 'AFSC Events', and the invitation URL is 'https://zoom.us/j/172031632'. A blue text box with a red border is overlaid on the meeting content, containing the text: 'Audio: Mute and unmute here. Click this arrow ^ to adjust your settings.' A red arrow points from the text box to the 'Unmute' button in the Zoom control bar at the bottom. The control bar includes buttons for 'Unmute', 'Start Video', 'Invite', 'Participants', 'Share', 'Chat', 'Record', and a 'Leave Meeting' button on the right.

## Starting and Stopping Video



Zoom Meeting ID: 395-562-864

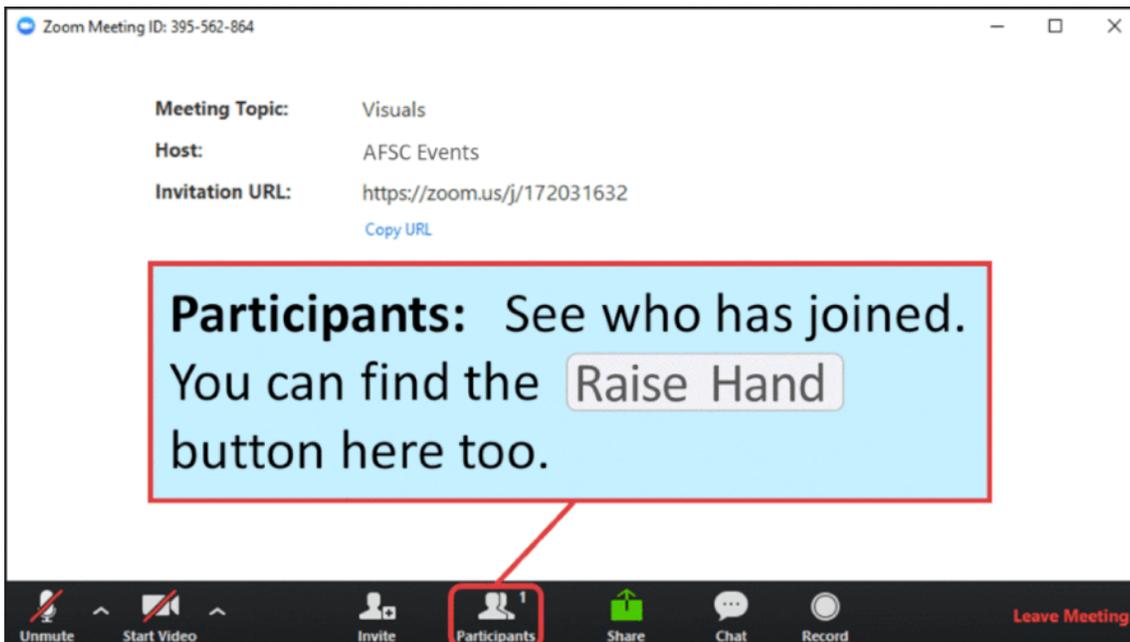
Meeting Topic: Visuals  
Host: AFSC Events  
Invitation URL: <https://zoom.us/j/172031632>  
[Copy URL](#)

**Video:** Start or stop sharing your video. Click this arrow  to adjust your settings.

Unmute Start Video Invite Participants Share Chat Record Leave Meeting

The screenshot shows the Zoom meeting interface. At the top, the meeting ID is 395-562-864. Below it, the meeting topic is 'Visuals', the host is 'AFSC Events', and the invitation URL is 'https://zoom.us/j/172031632'. A blue link 'Copy URL' is provided. A light blue callout box with a red border contains the text: 'Video: Start or stop sharing your video. Click this arrow [upward arrow icon] to adjust your settings.' Below the callout, the Zoom toolbar is visible. The 'Start Video' button is highlighted with a red box, and a red arrow points from the callout box to it. Other buttons in the toolbar include Unmute, Invite, Participants, Share, Chat, Record, and Leave Meeting.

## Participant List



Zoom Meeting ID: 395-562-864

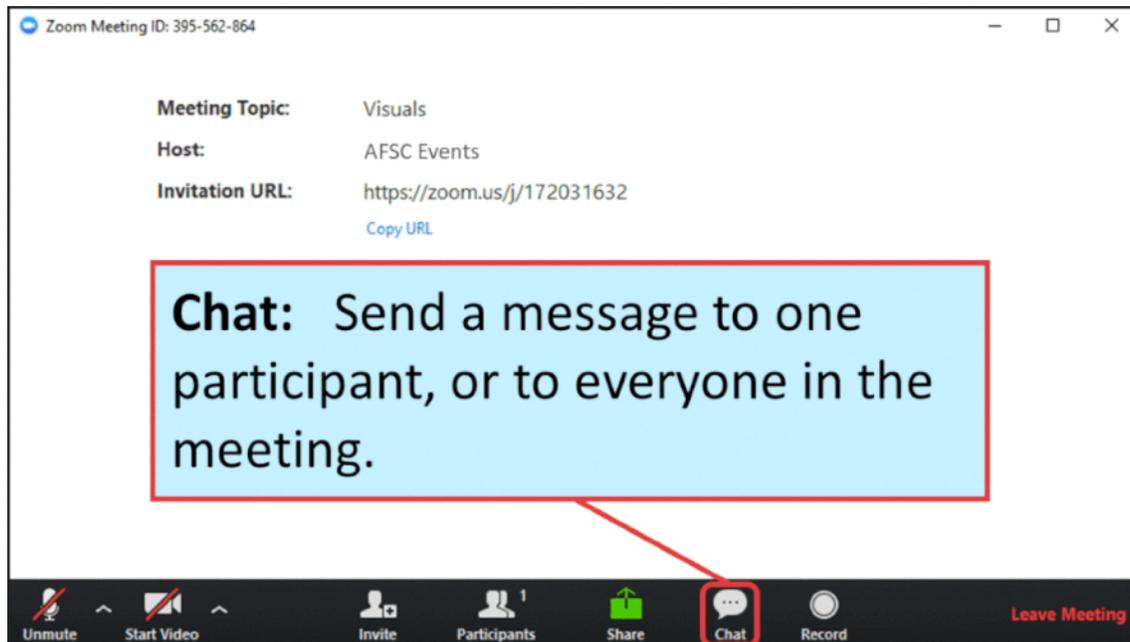
Meeting Topic: Visuals  
Host: AFSC Events  
Invitation URL: <https://zoom.us/j/172031632>  
[Copy URL](#)

**Participants:** See who has joined. You can find the **Raise Hand** button here too.

Unmute Start Video Invite Participants Share Chat Record Leave Meeting

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## Using the Chat Feature



## Additional Resources

### Quakers and COVID-19

- [Baltimore Yearly Meeting COVID-19 page](#)
- [New York Yearly Meeting COVID-19 Prevention and Care in Quaker Meetings](#)
- [Friends Journal Article \*Quaker Meetings Respond to Coronavirus\*](#)

### Online Worship

- [New England Yearly Meeting Virtual Worship and Gatherings](#)
- [Friends General Conference COVID-19 page](#)
- [Kathleen Wooten \(NEYM\) Blog Post on "Being the Church Online"](#)
- Emily Provance (NYYM), [Connection in a Time of Covid-19](#)
- Ashley Wilcox, [5 Tips for Online Pastoral Care](#)

### Zoom Help

- How to join and test audio and video: [https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1)
- New to Zoom? You can test Zoom here: <https://zoom.us/test>
- [Zoom video tutorials](#)
- Woodbrooke also made [a video of an example of a Zoom meeting, showing how to set up Zoom and change the display, which you can watch by clicking here.](#)