

## HOSTING A ZOOM CHURCH MEETING



During this time of the coronavirus pandemic, many normal church operations have changed. Chiefly, we are not gathering for in-person worship. Another change is that we are no longer gathering for in-person classes, meetings, or small group gatherings.

By this time, many of you may have already participated in a videoconference version of one of these. Sunday school classes, Confirmation classes, Session meetings, ChristCare group gatherings, Ministry Group meetings and more have already been taking place via the Zoom videoconference platform.

The church has purchased the licenses for up to four simultaneous church gatherings on the Zoom platform. We now have “four Zooms.”

If you are interested in taking advantage of this platform for your church-related class, meeting, or group, you may reach out to Sandy Albrecht ([salbrecht@lewinsville.org](mailto:salbrecht@lewinsville.org)).

Previously, it was common for a group leader to reach out to Sandy to schedule a meeting, and she would assign that leader a “room.” Now she will assign you a “Zoom,” and she will give you the necessary instructions for hosting a group.

If you have any questions about this, feel free to reach out to Sandy or to Pastor Scott

### INSTRUCTIONS FOR JOINING A ZOOM MEETING:

1. Enter the Zoom Meeting by clicking on the link that was provided through an email “invite” or in the Thursday Mail.
2. Follow the on-screen prompts until you get to enter the meeting ID and the password or if you prefer to join the meeting by telephone only, please dial in using the phone number provided and the password.
3. When you log on to the meeting:
  - Please enable computer audio on the first screen, then select "start video"
  - Select “Gallery View” (on the top right part of your computer) to see members on screen (a la “Hollywood Squares”)
  - Then mute yourself onscreen until you want to talk, to reduce extraneous noise.

