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=MnI0QkVGM1IsMTRUTnEzRTdra0lqQT09

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

Advices for Participating in Online Worship

Instructions for Setting Up Zoom and Joining a Zoom Conference
Download and Install to your Computer or Mobile Device
Participating by phone

Instructions for Using Zoom During a Conference

- Controlling Your Display
- Muting and Unmuting
- Starting and Stopping Video
- Participant List
- Using the Chat Feature

Additional Resources

- Quakers and COVID-19
- Online Worship
- Zoom Help

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” 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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1 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
Starting and Stopping Video

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

Participant List

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

![Chat Feature Image]

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
- 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.