



Registration Begins at 9:15 a.m.
Quick Sheet for Participation

"For where two or three are gathered in my name, I am there among them."
Matthew 18:20

[Click Here for Helpful Visual Guide of ZOOM Tools](#)

I. Registration

- A. Advanced Registration Appreciated by Friday, May 15:
<https://presbyphl.org/events/may-16th-2020-digital-stated-mtg/>;
- B. Once you submit registration, the link to the ZOOM meeting will appear. After completing the required fields, you will be provided details for the stated meeting:
 - 1. Participants can join meeting by the computer **AND** by telephone; *if you will be joining by telephone, please note the number you will be calling from in the registration.* This will allow us to admit you from the waiting room; for security purposes, unrecognized telephone numbers will not be admitted until we can confirm their origin
 - 2. **Meeting ID:** 856-7978-6209
 - 3. **Meeting Password:** 91519150 (this password will likely not be required)
 - 4. You will notice two (re)occurrences of this meeting; May 15th Tutorial (optional) *and* May 16th Stated Meeting
- C. Day before Presbytery: Digital Meeting Tutorial (optional)
 - 1. Join us at 10 a.m. on Friday, May 15th for a thirty-minute tutorial and Q&A as we prepare for the first-ever virtual stated meeting;
 - 2. If you register for the Stated Meeting, the same ID and password apply; no need to register twice
- D. Day of Stated Meeting
 - 1. Registration opens at 9:15 a.m. using the provided meeting link, ID, and password;
 - 2. once you register, you will gain access to a digital waiting room with visuals and music. Our stated meeting hosts will be reviewing each registered participant and grant access to the stated meeting, which will automatically be called to order at 10 a.m.
 - 3. *Note:* your video and audio feed will not be public and will remain **MUTED/OFF** while in waiting room **AND** for the duration of the meeting, except when invited to turn on and participate; these features are controlled by the meeting hosts so to assure security and efficiency of the meeting

E. Registration on Day of Stated Meeting

1. For those who have not pre-registered for the meeting, simply register through ZOOM using this URL:
<https://us02web.zoom.us/meeting/register/tZErcOCvpj0oGt3hWpZO2AwZyFUVJzqW9jiH>
2. A meeting host will admit you to the meeting and immediately privately chat with you to acquire all necessary information for registration; *for the sake of expediency, please pre-register by Friday, May 15th so we can minimize these pre-meeting chats required for registration*
3. If joining by phone, the number used must match your pre-registration; unrecognizable numbers will be contacted by a meeting host before being admitted

F. Guest Participants

1. If attending this virtual meeting as a guest and *not* as a commissioner or minister member, we ask that you note this in your pre-registration or when joining the meeting on the day of the event; *note: only commissioners and minister members are permitted to vote as a part of the meeting. thank you.*
2. *Even a virtual meeting is an open and public gathering of the Presbytery of Philadelphia, thank you to all who join us! This meeting will also be broadcast on Facebook LIVE.*

II. Audio and Display

A. Speaker View and Gallery View: Options are on the top right of your screen

1. **Speaker View:** This is the preferred view for the Stated Meeting; this view allows you to only view the individual who is talking during the stated meeting;
2. **Gallery View (“Brady Bunch”):** This view shows all participants whose video is turned on; if more than allotted per screen, there will be multiple pages of participants able to be viewed and scrolled through on the center right and left of your screen; this view can enhance the connectional feeling in the midst of the meeting;
3. **Spotlight;** this feature will be controlled by the meeting hosts and will lock in a given meeting participants screen regardless of who is speaking; in speaker view, this will make the spotlight video your entire screen; in gallery view the spotlighted video will appear as the first window in your gallery
4. **On a mobile device,** views can be changed by swiping right

B. **Participant Display Name:** The name that appears on your screen cannot be changed once the meeting begins. This is a security feature. The name that appears is the name that is typed in at registration. Hosts of the meeting can change these names if necessary and appropriate.

C. Audio and Video: At the beginning of the meeting, all participants will be invited to turn their audio on. The hosts will then **MUTE ALL** participants; Only the audio and video of those who are leading the Stated Meeting and/or hosting the Stated Meeting will be turned on; should there be a request or need to hear from or view other participants hosts will unmute participants and request participants to turn on their video. To do so, simply click share video on the bottom right of your tool bar or by clicking the video camera icon by your name in the participants window;

D. Participants via phone can use the *6 feature to mute/unmute themselves; however, once the meeting begins, all participants audio will be controlled by the meeting hosts;

E. The view for the meeting will be through spotlight view; only those speaking will be visible and the screen sharing will be controlled by hosts to display slides, documents, motions, liturgy, etc. There will be no need for attendees to change their views between speaker and/or gallery;

III. Participation

- A. Recording Disclaimer: The entirety of meeting and chat room are recorded and saved for record keeping and future publicity; participation in this meeting assumes understanding and consent;
- B. Chat Room Engagement: Access on the bottom toolbar of ZOOM Meetings; click this to pop up the chat room. These rooms can be used for public and private conversations with individual participants; however, along with public chats, ZOOM also records and saves private chats, please be aware of this in any of your dialogues and make sure all conversations are constructive and gracious; the chat room will also be monitored by a team of leaders within the presbytery for both security and efficiency purposes;
- C. Fellowship and Hospitality: Consider this space as similar to engaging in physical location of a stated meeting; say hello to new and familiar faces; extend a greeting, kind word, and encouraging thought; quote or give thanks for meaningful components of the gathering;
- D. Tech Deacon Assistance: If you need technical assistance at any point in the meeting, simply type "Tech Deacon" followed by your question. A member of our team will be monitoring the chat room and be sure to assist you;
- E. Questions: Chat room can be used to raise questions about meeting content, motions, actions, etc. As with all physical meetings, the Moderator of the Presbytery will facilitate and choose whether to recognize these questions or not; should there be a need to speak your question for clarity, the moderator will request to turn on your video and/or unmute participant audio

IV. Voting and Deliberation: There will several items that require action by commissioners and minister members of the presbytery and will be done so as follows through through the "Participants" window opened by clicking it on the bottom toolbar

- A. Voting: Yes and No Options in Participant Window (Nonverbal Options)
 - 1. When acting on motions, the moderator will call for a vote. All those in favor please click **yes** if in favor of the proposed action; click **no** if not in favor of the proposed
 - 2. Votes are automatically tallied above the green and red, yes and no buttons
 - 3. Votes can be changed/corrected; however, please adhere to the moderators instructions who will call for the end of the vote; once this occurs, please do not change your vote; the meeting hosts will "clear all" votes at the instruction of moderator
 - 4. *If voting by telephone, **to vote in favor, raise hand by dialing *9**; leave the hand raised until moderator instructs otherwise, then dial *9 again to lower hand; the moderator will the invite those discerning to vote "no" to raise their hand by dialing *9; leave the hand raised until moderator instructs otherwise, then dial *9 again to lower hand*
- B. Questions: Raise Hand if you have a question pertaining to the proposed action
 - 1. On-Line: click the option to "raise hand"; all raised hands move to the top of the participant window in alphabetical order; moderator has privilege to recognize question or not; if recognized, audio will be turned on and video ask to be turned on; please address questions to the moderator; you can lower hand by clicking the same button that will now read "lower hand;"
 - 2. Phone: participants dial *9 and this raises hand and a hand is displayed next to your name on screen; If recognized, audio will be turned on; please address questions to the moderator; you can lower hand by once again dialing *9

V. Breakout Groups

- A. The meeting will begin with worship and conclude with business. As part of worship, all participants/attendees will be invited to join a pre-assigned breakout group:
1. Once these groups go LIVE, you will see a window pop up on your screen requesting you to join the assigned breakout group, accept the invitation, if desired
 2. At this time, if desired, turn on your video and/or audio by selecting the video and audio buttons on your bottom toolbar *or* by clicking the video camera icon by your name in the participants window
 3. breakout groups are timed and include passing of the peace and question to consider as part of sharing; time will appear at top right of your screen; once the meeting is over you will be returned automatically to the main meeting and your video and audio will be OFF

- VI. Security:** A Tech Team has been convened for purposes of this gathering to handle registration logistics, monitor chat room, manage audio and video access and speaker display, anticipate and manage potential “zoombombers” intending to disrupt peaceful assembly, and field questions and comments about technology and ZOOM platform. Should you have additional concerns, please contact our Associate Presbyter, Rev. Greg Klimovitz, either by private chat during the ZOOM meeting or email: gklimovitz@presbyphl.org