

## Accompanying Notes

### Setting up the meeting

1. Send out a link as well as a meeting ID probably using email or WhatsApp group message – remove unnecessary text from generated invite. Use event scheduling.
2. Sending a meeting ID and password as separate information can help those who receive the information on their phone e.g. WhatsApp but want to enter the Zoom meeting on their laptop.
3. Use a password. This helps with licensing for smaller events as it cannot be considered as a public broadcast and also protects from Zoombombing.
4. Advise attendees to login at least 10 mins early at least for the first session to sort out any of their tech problems and they may need to download Zoom app.
5. Organise a time maybe even a day or two before a formal gathering for anyone who wants to check their system works.

### Managing a worship session/service

6. Login 15 mins early to sort out any of your tech problems and to communicate with the other leaders.
7. Create a waiting room so that attendees can only enter when you are ready.
8. Have a moderator for technical issues and service leader as well as the main speaker.
9. Use mute – mute all then allow people to unmute individually – space bar should work as a temp unmute. With meetings over 6-8 people don't have a free-for all – mute appropriately.
10. Introduce people to the chat area by asking them to use it and view it – encourage people to use it at certain times – this can create a certain dynamic – although you may not want that.
11. Advise Speaker view is often good for meetings where one person is speaking at a time with Mute All – otherwise horrible as the screen changes every time someone coughs.
12. Use chat, files, screen share creatively – to share liturgy, prayers, chat etc

13. For more than around 8 attendees, ask people to state their name if they are presenting or speaking even for a short time.

### **Screen sharing**

14. Make sure to share computer sounds when sharing video. Optimise screen sharing for video. – both settings are shown when screen sharing.
15. When sharing a web browser page use F11 to maximise the page removing all tabs and menu bars.
16. Maximise videos on full screen.

### **Music, singing and praying together**

17. Live music – change audio settings designed for music rather than speech.
18. Don't try singing or praying online as there is a time delay. Mute everyone, turn up the volume and encourage them to sing along.
19. Use breakout rooms as much as possible to allow people to speak with one another more easily– random may be good with say 6 people in each – particularly for personal prayer request or praying for the community etc.
20. Don't be too complicated with music – (e.g. having musicians in different locations trying to play together) when you see this on YouTube – people have created individual files and sent to an editor –then the audio has been mixed separately and video edited heavily. – maybe record before-hand if you want your musicians to be involved then output as one audio/video file using screen share or Facebook Live.
21. You can broadcast on chat to each break out room if you need to. You get a countdown that is set by the host for example with 1 minute to go.

### **Ideas and Practical tips**

22. Consider recording the meeting so others can watch later – but just share privately.
23. Consider doing videos that can be edited together before-hand then either show the video on Zoom or use FB Live – then perhaps meet on Zoom afterwards for tea and cake after a 5 min comfort break.
24. Prayer – use breakout rooms, share read prayers on the chat area or use PPT slides for images responsive readings with people responding on mute.
25. Use chat area for prayer requests – then maybe use breakout rooms to pray – the chat area entries will go into the breakout rooms but screen share won't.

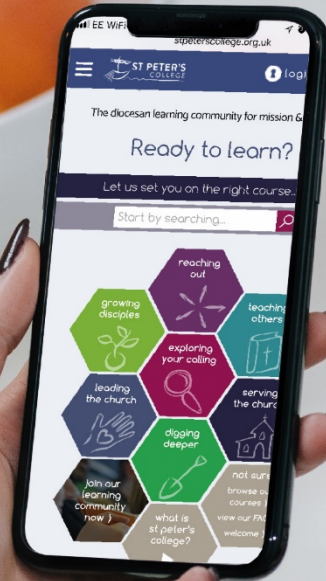
## Licencing issues

26. Whether you need a licence for streaming on Zoom depends on the purpose of the live video, and, whether you are streaming copyrighted material.
27. If it is a public service on Zoom – anything that you would have held in your church building and anyone could join, AND you are using copyrighted material i.e. music (if it is from a CD you would also need additional permission from the publishers), you will need both a CCLI streaming licence and a PRS LOML. Zoom hasn't got a licence agreement with PRS as FB and YT have, and so you need to purchase that yourself to stream any copyrighted material.
28. If it is a domestic gathering and not public broadcast – so anything you would have held in someone's home with a private group, even if you are playing music together, you would not need a licence. They would need a password to join, you aren't broadcasting to any social media channels or your website, and it's a smaller private gathering.
29. If no copyrighted material is being used in any live stream, no licence is required.
30. Call CCLI as they will be able to advise them on how the rules apply in their individual circumstances. Don't worry about not knowing the answers, it is confusing, but CCLI have been really helpful.

## Getting started

1. As a host get all of your technology as good as possible. Consider buying some cheap kit – microphone – lapel or headphone with mic, web cam. SSD for your laptop.
2. Use speed test to check your broadband speed is adequate ideally above 10mbps. (Ookla - <https://www.speedtest.net/>)
3. Use Zoom test to check your system - <https://zoom.us/test>
4. Practice before hand on test meeting and with a friend.
5. Consider buying a Zoom licence – but if not – virtually the only downside is the 40-minute limit which just means people would need to leave the room which is automatic then re-join.
6. Go through each of the settings to see what can be changed and set for your purposes. This is accessed through your Zoom account in the browser.
7. Familiarise yourself with all the tools and features in your Zoom app as host.

# Using Zoom for Worship



**ST PETER'S**  
COLLEGE

The diocesan learning community for mission & ministry



# 1 Setting up the meeting





# 1 Setting up the meeting

The image shows a screenshot of the Zoom 'Schedule Meeting' dialog box. The dialog is titled 'Schedule Meeting' and contains the following fields and options:

- Topic:** Zoom Meeting
- Start:** Wed, May 13, 2020, 13:00
- Duration:** 1 hour, 0 minute
- Recurring meeting
- Time Zone:** Lond...
- Meeting ID:**
  - Generate Automatically
  - Personal Meeting ID 561 422 0359
- Advanced Options** (expanded):
  - Enable Waiting Room
  - Enable join before host
  - Mute participants upon entry
  - Only authenticated users can join: Sign in to Zoom
  - Automatically record meeting
- Alternative hosts:**  
Example: john@company.com; peter@school.edu

A red arrow points from the 'Advanced Options' section to the 'Enable join before host' checkbox.




Turn off Original Sound

### Zoom Meeting

Meeting ID: 815 1276 9156

Host: Graham Sandersfield (You)

Password: 178578

Invite Link: <https://us02web.zoom.us/j/81512769156?pwd=bmdqb2w4TXlJMzlkdXBxaUZXRjV3QT09>  
 Copy URL

Participant ID: 406478

You are connected to the Zoom global network via a data center in Europe.










### Join Zoom Meeting

<https://us02web.zoom.us/j/81512769156?pwd=bmdqb2w4TXlJMzlkdXBxaUZXRjV3QT09>

Meeting ID: 815 1276 9156

Password: 178578

Graham Sandersfield

 Mute
  Stop Video
  Security
  Participants 1
  Chat
  Share Screen
  Record
  Breakout Rooms
  Reactions
 End

Invite
Mute All
Unmute All
...

## 1 Setting up the meeting

Use a password

- Helps with licensing
- Protects against Zoombombing

Advise attendees to login 10 mins early

Organise a time to check systems



# 2 Managing a session



# My crib sheet: preparation

## Zoom service: **10 May 2020**

### Checklist for set-up:

- |  | Done? |
|--|-------|
| • Set-up times (10.00-11.30am) & security?   | ✓     |
| • Sent invitation from Bramley account?  | ✓     |
| • Checked with contributors to the service (preacher, music, readings, <u>prayers</u> )? | ✓     |
| • Checked with Rita & Sylvia for any notices and made slides?                            | ✓     |
| • Sent pdf of service order to be distributed?   | ✓     |
| • For this service, have ready YouTube clips for a) 'I am the way' & b) UK Blessing      | ✓✓    |
| • Create service PowerPoint with song words  | ✓     |
| • Set up PowerPoint to 'browse in individual window'                                     | ✓     |
| • Set YouTube to 'cinema mode'   | ✓     |
| • Have 'manage participants' list showing on RHS of the screen                           | ✓     |
| • Send pdf of sermon notes after the service for distribution                            | ✓     |

# My crib sheet – in the service

<u>Instruction</u>	<u>Content</u>
09:55 launch Zoom service	Admit people as they arrive in the waiting room, have everyone unmuted & allow <u>interaction</u> & conversation. Remind people to be on 'gallery view'
By 10:05: Mute all & <u>share screen:</u> <u>service</u> <u>PowerPoint</u>	Introduce the opening prayer  Risen Christ, <u>your</u> wounds declare your love for the world <u>and</u> the wonder of your risen life: <u>give</u> us compassion and courage <u>to</u> risk ourselves for those we serve, <u>to</u> the glory of God the Father. Amen
Speaker view	Introduce opening song & encourage people to choose 'speaker view'
Unmute Dan Mute self <u>PowerPoint</u>	Song: <b>Be still for the presence of the Lord</b> (with words on PowerPoint)
Unmute self & Christina Higton Mute Dan <u>PowerPoint</u>	Bible readings: Acts 7:55-end & John 14:1-7 [Move through the slides as Christina reads]

# Using a 2/3 screen with participant list

The image shows a Zoom meeting window with a 2/3 screen layout. The main area displays a video feed of John Hibberd, the host. The right side of the screen is occupied by the 'Participants (1)' list, which shows John Hibberd (Host, me) with a microphone icon. The bottom of the screen features a toolbar with various controls: Mute, Start Video, Security, Participants (1), Chat, Share Screen (highlighted in green), Record, Reactions, and End. The window title is 'Zoom Meeting' and it includes standard window controls (minimize, maximize, close) in the top right corner.



# 'Share screen'

Select a window or an application that you want to share

Basic Advanced Files

Screen

Whiteboard

iPhone/iPad

Zoom workshop presentation - P...

Word

PST (Church House) | Microsoft T...

The UK Blessing — Churches sing...

Bramley Zoom services

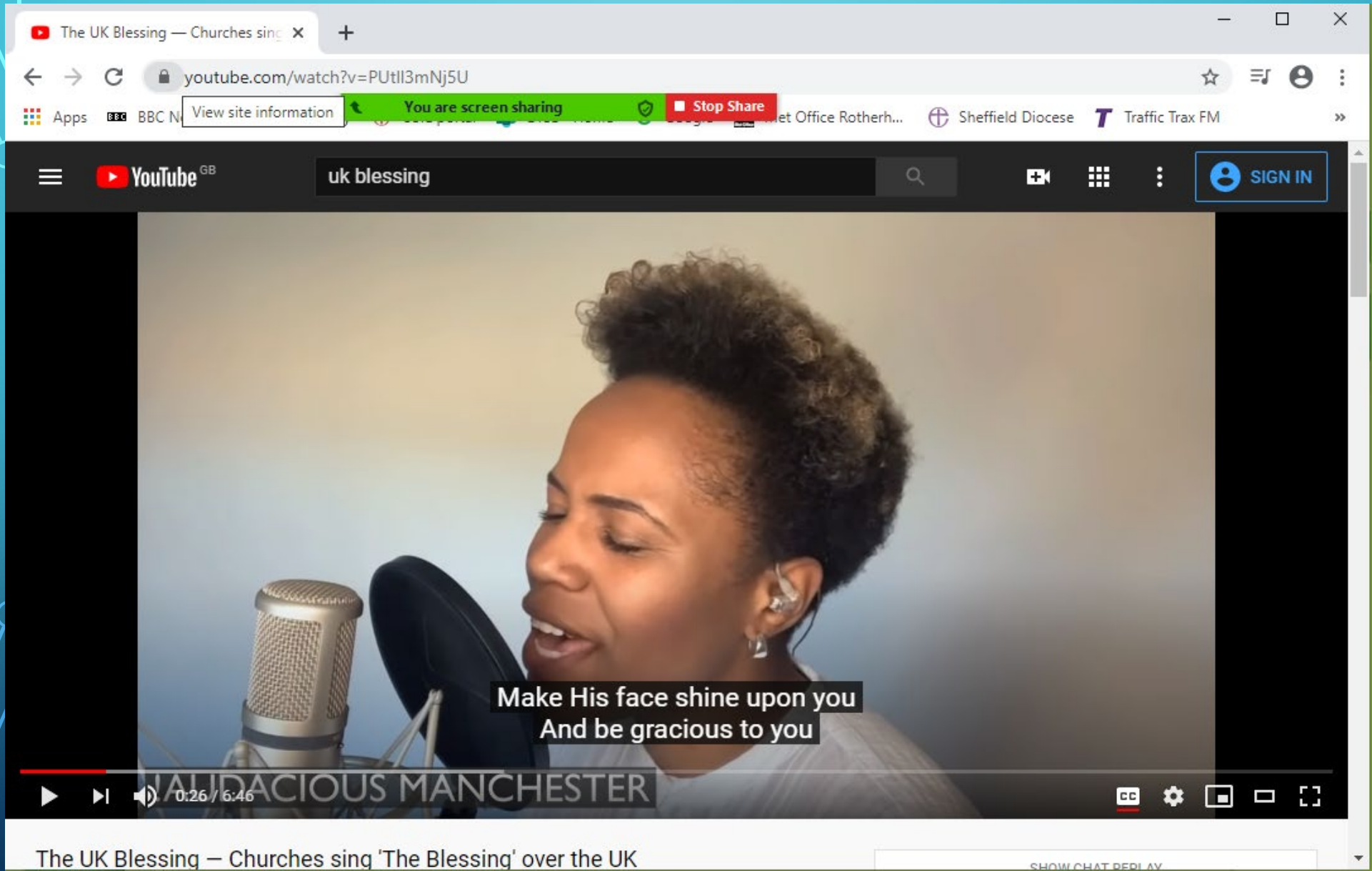
Snipping Tool

Share computer sound  Optimize Screen Sharing for Video Clip

Share



# You Tube video in theatre mode



The screenshot shows a web browser window displaying a YouTube video. The browser's address bar shows the URL `youtube.com/watch?v=PUtl13mNj5U`. The YouTube interface includes a search bar with the text "uk blessing" and a "SIGN IN" button. The video content features a woman with short, curly hair singing into a professional microphone. Subtitles at the bottom of the video frame read: "Make His face shine upon you" and "And be gracious to you". The video player controls at the bottom show a progress bar at 0:26 / 6:46, along with icons for play, volume, closed captions, settings, and full screen. The video title at the bottom of the player is "The UK Blessing – Churches sing 'The Blessing' over the UK".

The UK Blessing — Churches sing

youtube.com/watch?v=PUtl13mNj5U

Apps BBC BBC News View site information You are screen sharing Stop Share

YouTube<sup>GB</sup> uk blessing SIGN IN

Make His face shine upon you  
And be gracious to you

0:26 / 6:46

The UK Blessing – Churches sing 'The Blessing' over the UK

# Sharing PowerPoint + Participant list for me

The image shows a Zoom meeting interface. On the left, a PowerPoint window titled "Zoom workshop presentation - PowerPoint" is open. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. A green notification bar at the top of the PowerPoint window says "You are screen sharing" with a "Stop Share" button. The main slide area displays a YouTube video in theatre mode. The video title is "You Tube video in theatre mode". The video player shows a woman singing into a microphone. The lyrics displayed are "Make His face shine upon you" and "And be gracious to you". The video player interface includes a play button, a progress bar, and a volume icon. The video player is overlaid on a blue background with a circuit pattern. On the right side of the Zoom meeting, a "Participants (1)" window is open, showing a list of participants. The only participant listed is "John Hibberd (Host, me)". Below the participant list, there are buttons for "Invite", "Mute All", and "Unmute All". The Zoom meeting title bar at the top right shows "Hibberd, John" and a "Share" button. At the bottom of the Zoom window, there is a status bar with "Slide 5 of 11", "English (United Kingdom)", and a volume icon.

Zoom workshop presentation - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Tell me... Hibberd, John Share

You are screen sharing Stop Share

Clipboard Slides Font Paragraph Drawing Editing

1 2 3 4 5 6 7 8

You Tube video in theatre mode

The UK Blessing — Churches sin x +

youtube.com/watch?v=PUtl3mNj5U

Apps BBC N View site information You are screen sharing Stop Share Office Rotherh... Sheffield Diocese Traffic Trax FM

YouTube uk blessing SIGN IN

Make His face shine upon you  
And be gracious to you

WALLACIOUS MANCHESTER

The UK Blessing — Churches sing 'The Blessing' over the UK

Participants (1)

John Hibberd (Host, me)

Invite Mute All Unmute All ...

Slide 5 of 11 English (United Kingdom) Notes Comments 62%



# Side-by-side: shared screen + video panel

The image shows a side-by-side view of a web browser window and a video call panel. The browser window displays a YouTube video titled "The UK Blessing — Churches sing 'The Blessing' over the UK". The video player shows a woman singing into a microphone with the lyrics "Make His face shine upon you And be gracious to you". The video progress is at 0:29 / 6:46. The browser's address bar shows the URL "youtube.com/watch?v=PUtl3mNj5U". The browser's taskbar shows several open tabs, including "BBC News", "Bible Gateway", "Let Office Rotherh...", "Sheffield Diocese", and "Traffic Trax FM". A green notification bar at the top of the browser says "You are screen sharing" with a "Stop Share" button. The video call panel on the right shows a man named "John Hibberd" in a small window, and a larger window showing a scenic view of a green hillside with a stone wall in the foreground.

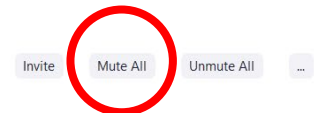
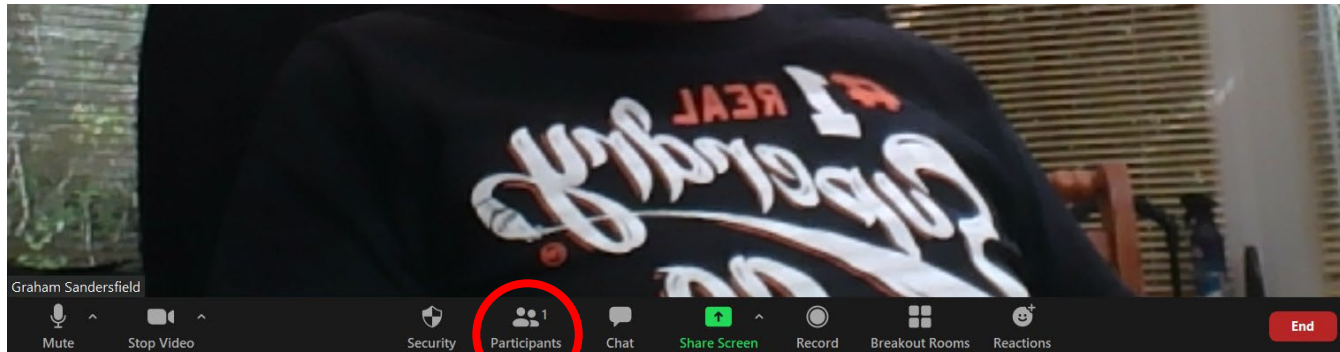
## 2 Managing a session

Login early

Create a waiting room

Designate others as moderator, speaker leader, etc.

Use Mute All



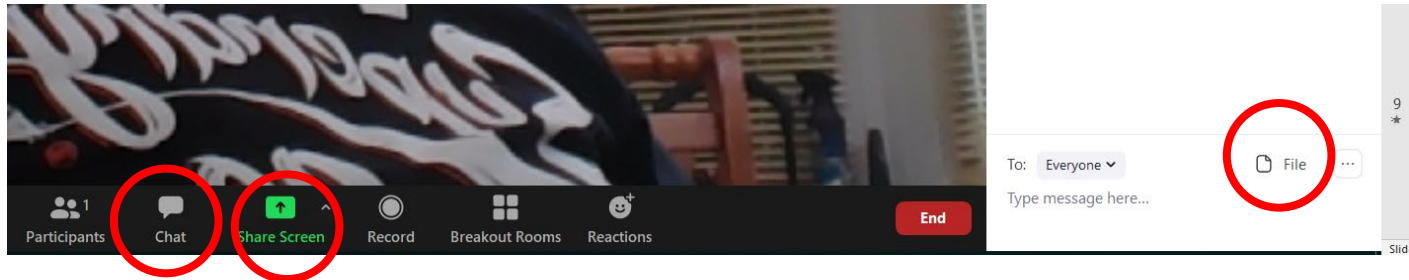
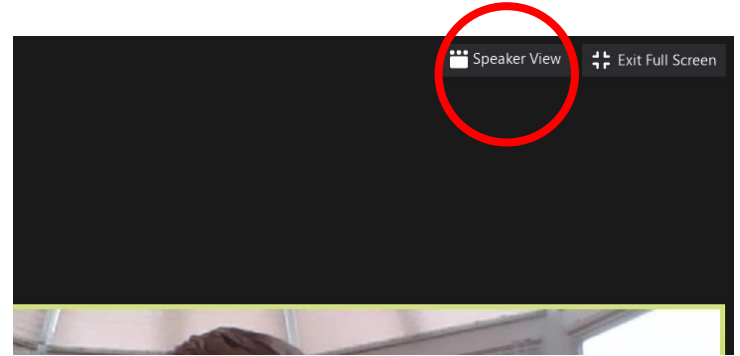
## 2 Managing a session

Introduce people to chat area

Advise Speaker view

Ask people to state their name if speaking

Use chat, files, screen share creatively



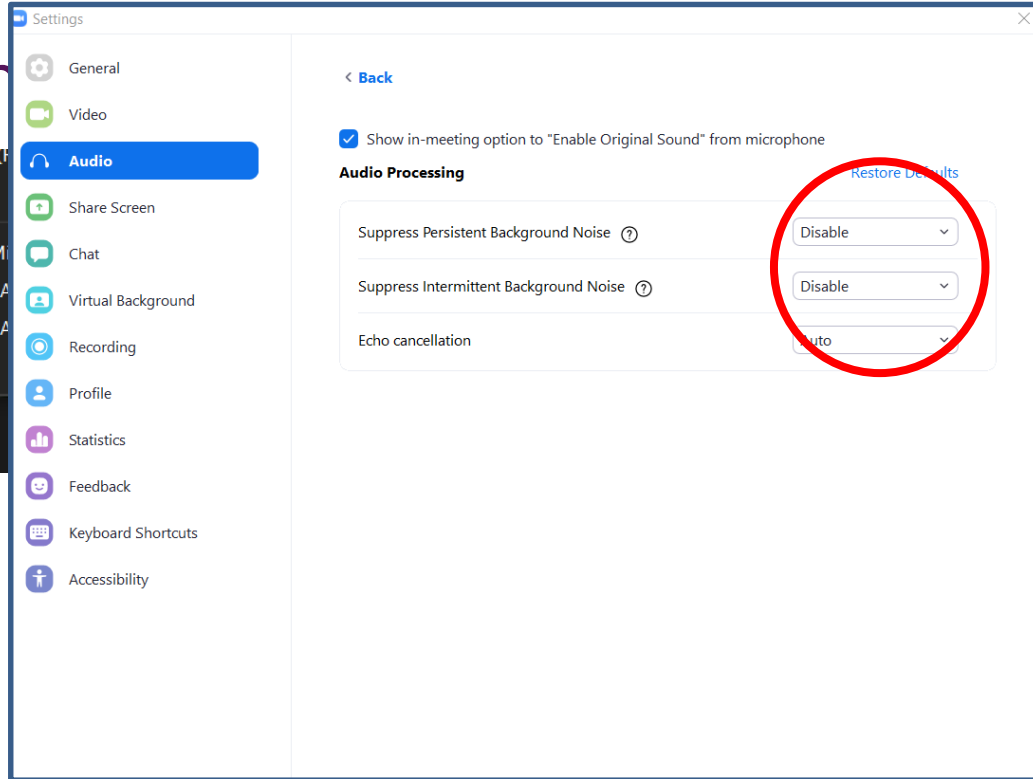
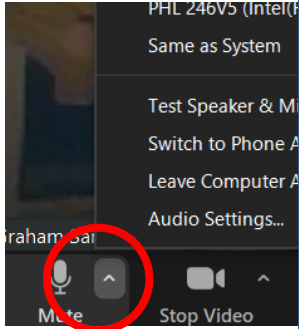


# 3 Music, singing & praying



### 3 Music, singing & praying

- Live n



## **Problems with delay**

Don't try singing or praying together!

Mute all but speaker

Turn up the volume

Don't try to be too complicated with music

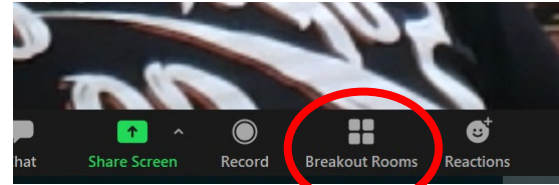
Use breakout rooms

### Breakout Rooms

Enable in settings through browser

Sign in > My Account > Settings > Meeting > In Meeting Advanced

Automatic/Manual, number of rooms, duration, countdown



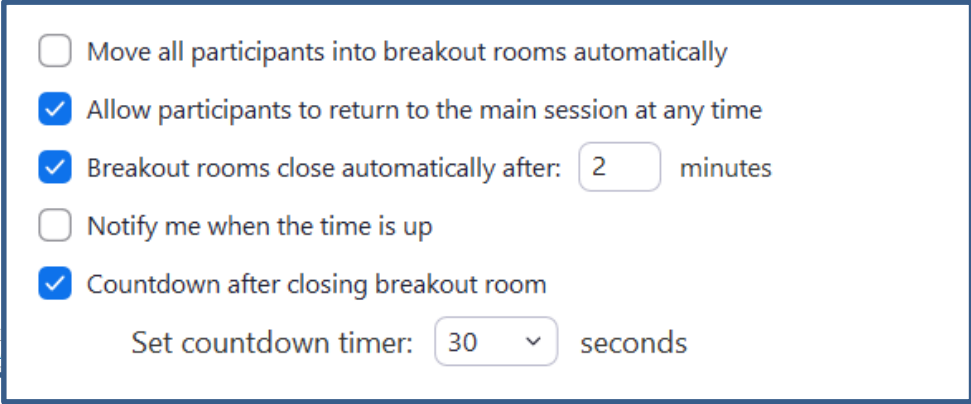
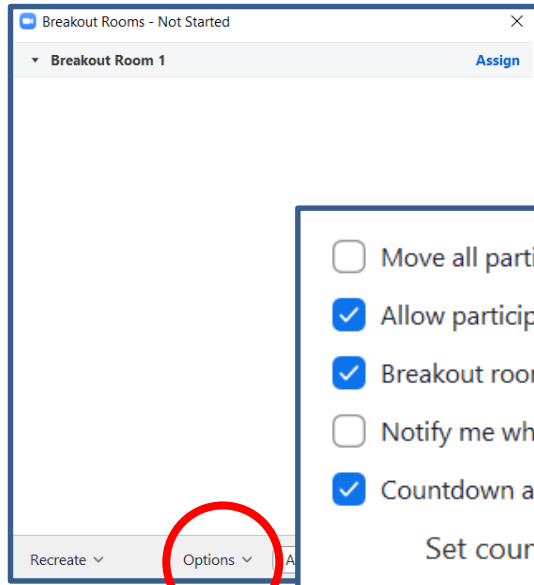
## Breakout Rooms

Chat carries over but not screen share

Broadcast message on chat

People can contact the host

Host can visit each room



Demo...



# 4 Ideas & practical tips



Record the meeting?

Combine with pre-recorded videos

Prayer

Use break out rooms

Share read prayers on Chat

Prayer requests can be shared using Chat

Use PowerPoint slides and videos

# 5 Licensing issues



Are you using copyrighted material?

Public Zoom with copyrighted materials requires a CCLI licence with Streaming Add-on as well as PRS Licence.

Facebook and YouTube Live do not need PRS.

Closed meetings with passwords are not public and so don't require a licence.

Check with CCLI



# 6 Getting started



Think about your own technology

Use broadband speed check (Ookla)

Use Zoom Test room – <https://zoom.us/test>

Practice beforehand with a friend

Consider upgrading from free account

Go through all browser-based settings

Familiarise yourself with all the tools and features.



Thank  
you



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