Yellowstone Presbytery Meetings

May 2020 – Via Zoom

Dear Colleagues in Ministry,

Welcome to the first ever Yellowstone Presbytery Meeting on Zoom!

The Leadership Cabinet and Planning Team have been working hard behind the scenes to create a positive, first experience in our "new" COVID-19 reality. We thank you in advance for
- your willingness to try something new,
- your patience as we expect technical difficulties,
- and your perseverance as we work together

to accomplish being the people of God and doing the work of God.

To join our meetings this weekend, you will need access to the following:
- A computer (ideal) with a microphone and camera/video capacity. This could be some other digital device (iPad, tablet, smartphone).
- Internet access. Wi-Fi will work, wired is best. If you have Wi-Fi, please consider where you have the best quality connection.
- The Zoom app for your smartphone, tablet, or computer. You can access the app on either Google Play or the Apple Store. You are looking for an icon that looks like a blue square with rounded corners and a white camcorder. (see image to the left). You want "Zoom for Cloud Meetings". If using the computer, you will be asked to "run" or download the application when you "join a meeting".
- The docket and documents on the presbytery website. http://www.yellowstonepcusa.org/2020presbymeeting2.htm If at all possible, we recommend reading what you can before the meetings begin.
- If you do not have access to a computer or the internet, and you cannot ask a friend or colleague, you will be able to join by phone.

Accessing the meeting using Zoom on an internet/wi-fi device:
1. Activate your Zoom App or visit zoom.us in your internet browser.
2. Select "join a meeting".
3. Enter the Meeting ID Number: 406 586 7706
4. Enter the Password: 406 586 77

Accessing the meeting using Zoom on the phone (long-distance charges apply):
1. Dial 1 669 900 6833 **OR** 1 301 715 8592
2. When prompted enter Meeting ID 406 586 7706 then Password 726854
3. **NOTE**: Password different from joining via computer above

<u>Using Zoom</u>
Like any other computer program, Zoom has 'controls'. You can mute and unmute the microphone, turn video camera on and off, as well as change the view of how you see 'who' is present for the meeting. Zoom also has a chat feature, a way to virtually "raise your hand", and even a virtual way to "clap" – go figure! If you are unfamiliar with any of these features, we strongly encourage you to try a zoom experience **before** our meetings convene. You may contact the following persons for such an experience.

- Rev. Jamie Schmeling, (406) 852-0339; jamieschmeling@gmail.com
- Debbie Blackburn ???
- Anyone else?

Alternatively, or additionally, you will have the opportunity to learn some of these features at a <u>Pre-meeting which starts Friday at 10:40am.</u>

Please be comfortable with the following, before the meeting begins. Thank you!

- How to mute and unmute your microphone
- How to turn on and off your video (video is not required, although a nice way to "see" one another)
- How to use the chat feature
- How to raise your hand

We acknowledge many of us will be on the computer together. Therefore, we ask that when you join the meeting, if you will please begin with your microphone muted and leave your microphone muted (unless speaking). Doing this will help a) eliminate feedback, b) minimize background noise, and c) help all of us move through our time together more easily.

As usual, we will need to establish some parameters about how we work together in this new space. We will also need to establish we have a roll call and a quorum – just like if we were meeting in person. So, here are the recommendations from the Leadership Cabinet for our Zoom meeting.

1. Start the meeting with your microphone muted.
2. Everyone has their name (first & last) and entity being represented in their Zoom Participant Identification. For example, Jamie Schmeling, Terry, will be on mine. This is especially important for anyone joining by phone. If you could send Jamie an email with the phone number you will be dialing in from, she can help with relabeling your zoom login details. jamieschmeling@gmail.com
3. When you have the floor to speak, please remember to say your name and entity you are representing each time you speak.
4. When voting, please use the "raise hand" feature. We will count these votes and then check in for a verbal vote from anyone on a phone only.

We are excited about all we will do together! "See" you soon!

Sincerely,
The Leadership Cabinet