

Practical Guide to the April 2021 Group of Sessions

16 April 2021

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Section A: Contact List

Zoom support and technical advice	synod@churchofengland.org please do not send messages to staff members via the Zoom chat function.
Request to ask a supplementary question during Question time <i>for expressing your intention to do so by 10am on 23 April</i>	requesttospeak@churchofengland.org
Requests to Speak* <i>for submitting Requests to Speak up to 30 minutes before a debate</i>	requesttospeak@churchofengland.org
Technical issues with the remote voting platform	support@crystalinteractive.net
Clerk to the Synod <i>for issues directed to the Clerk to the Synod</i>	clerk@churchofengland.org

* You can also 'raise your hand' during the sessions. Please see Sections B and G below.

Section B: How Synod Proceedings will Run

1. Introduction

This Guide helps Synod members navigate their way through the Zoom platform. This will be the second formal group of sessions to be held remotely, under the General Synod (Remote Meetings) (Temporary Standing Orders) Measure 2020. A small number of staff will be physically present together with the Chairs to deliver the meeting.

The Zoom login details of this meeting of Synod members will be sent to members according to the following schedule:

Synod session date	Zoom login sent to members
Friday, 23 April	Thursday, 22 April 5pm
Saturday, 24 April	Friday, 23 April 7pm

Please read this document carefully and email Synod Support (synod@churchofengland.org) if you have any questions or suggestions.

2. What are the 'ground rules' for this remote Synod meeting?

Synod members are asked to bear the following in mind:

- a. As with physical Synod meetings, this remote meeting will be a public meeting and members of the press and public will be able to observe the meeting via the livestream on the Church of England website and the Church's YouTube channel.
- b. Synod members participating in remote meetings are asked to observe the usual Synod policies, including the Code of Conduct.
- c. Members are asked to dress appropriately for the meeting and to give it their full attention.
- d. Members are encouraged to report back on proceedings to their Diocesan Synods and other diocesan meetings in the usual way.
- e. The 'chat' function between members will be disabled during the Zoom webinar, but the General Synod Twitter feed will continue as usual.
- f. All members of the General Synod Panel of Chairs will be trained in handling Zoom meetings.
- g. The platform party (Chair, Administrator, Registrar) will gather in Church House, Westminster, to facilitate communication while observing measures compliant with current COVID regulations.
- h. Screen breaks have been arranged to prevent members from becoming overtired with excessive screen time. The timings of the items have also been extended to take the remote environment into account.

3. Order of proceedings

The Business Committee agreed the agenda for this remote group of sessions in the usual way. This has been published in the timetable on the website and on the App.

4. Participation

Members of the General Synod Panel of Chairs will chair all items at the April group of sessions.

Members will be muted at all times unless the Chair asks them to speak, in which case they will be unmuted for the duration of their contribution.

To note: Synod members will not be able to unmute themselves. Depending on the version of the Zoom app on a device, members may
(i) get a pop-up request on their screen to unmute themselves if the Chair calls them to speak; or
(ii) be asked to give permission for the host to unmute them when logging in to Zoom (in which case a member of staff will be able to unmute them).
Please grant permission in either scenario so that you will be able to speak in a debate.

Given the constraints of chairing remotely, those Synod members who wish to speak in a debate are encouraged to send through their Request to Speak up to 30 minutes prior to the item to which they wish to speak. Members will also be able to use the 'raise hand' function on Zoom during the session (see Section G3 below). The Chair and the Administrator will monitor these requests and call these individuals to speak accordingly.

To note: speakers who submit Requests to Speak in advance will be given priority, but they must also use the 'raise hand' function at the appropriate time in order to indicate their presence at the meeting (otherwise they will not be called).

To indicate to speakers that they are nearing the end of their time limit, the Registrar will direct that a message is sent to all Synod members when there is one minute left. This message will pop up on the Zoom screen. If a speaker does not stop speaking when the time limit for a speech expires, the Chair may intervene and direct staff to mute the speaker.

It must be stressed that this is not intended as a rude gesture but is merely a practical way of ensuring the meeting keeps to time. Members may therefore find it helpful to have to hand a stopwatch (as can be found on mobile phones) or a clock with a second hand so they can keep track of time.

Members are asked to rename themselves as they join the meeting with the following protocol, so that members of staff can quickly and easily locate members to be unmuted. It also means that Chairs can acknowledge the contributors and gain a basic sense of the contexts of the contributions:

3 digit Synod number (including any leading '0's)
Space
B, C or L (to indicate House of Bishops, Clergy or Laity)
Space
Name

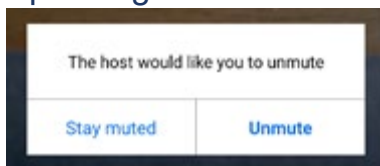
For example: 044 B Tim Thornton or 188 C Dylan Redding or 328 L Fiona Bacon

You can rename yourself by clicking the participants tab, hover over your own name, click 'more' and then click 'rename'.



If you do not rename yourself, members of staff may do this on your behalf but please note that it would be much appreciated if members could do this themselves. It is not always easy to identify Synod members who appear on Zoom as 'Vicar's iPad' for example!

5. Speaking



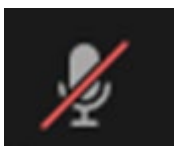
Depending on the version of the Zoom app on a device, when the Chair asks you to speak, you may get a pop-up request on your screen to unmute yourself.

Alternatively, when you log into Zoom, you may be asked to grant permission for the host to unmute you.

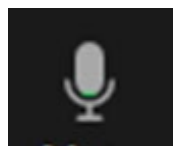
Please speak when you can see that your microphone icon has changed and no longer has a red line through it (see pictures below) and identify yourself as you would normally i.e. by name, number and diocese.

As a courtesy to other Synod members, please ensure that if possible your video is enabled when speaking (see Section G2 for advice on set up).

Please be mindful of the need to speak more slowly and to be facing the screen full on (not sideways) and close enough to allow lip reading. Do not have a bright light source immediately behind you, otherwise you will not be clearly visible.



Your microphone is muted



Your microphone is unmuted

6. Points of order

To raise a point of order, members are asked to click the “Participants” tab in the bottom of the Zoom screen and then search for an attendee named “Point of Order”. Alternatively, you can click on ‘chat’ in the panel of control and look for “Point of Order” in the dropdown list. Please then send a direct message with the letter “P” to this attendee, which is a staff member, to indicate that you wish to raise a point of order. This will attract the attention of the Administrator, who will then ask the Chair to attend to the point of order.

7. Delays and technology failure

During the meeting, it may be necessary for the Chair to call for a short pause, for example if a panellist experiences a technology failure or if staff members need to rectify a technical fault. Please bear with us if this should happen.

If the entire meeting is suddenly terminated for everyone (due to a technical issue), then members are advised to monitor their emails as we will send out a replacement Zoom invitation as quickly as possible. Please note you will have to use the new Zoom invitation as the original one will have become invalid.

Section C: Voting

1. Remote voting via an online platform

The remote voting facility will be provided by Crystal Interactive, the company that has provided the hand-held voting devices for Synod in the current quinquennium. You will receive an email from votesupport@engaged.events during the week commencing Monday 19 April with your personal voting details. Please contact Synod Support (synod@churchofengland.org) if you do not receive the email.

The email you receive will contain a link to the voting site, your username (which will be your email address) and a unique 6-digit voting code. These details must be kept private and not divulged to any other person.

Synod Members are responsible for providing their own devices for accessing the voting site and for ensuring they have an adequate broadband connection.

Please see the separate document called ‘Members Guide to Voting’ for more information.

2. System training

Members will receive an email from Crystal Interactive during the week commencing Monday 19 April. Please look out for the email and log into the voting site as instructed.

In addition to this voting guide, Crystal Interactive has prepared a **video tutorial** that illustrates the voting procedure. You can access the video with the following link:

<https://crystalinteractive.box.com/s/4grmzfumvb96l9f0q6uhai47ctl62sqw>

The Synod Office will also be holding an additional demonstration session on Tuesday, 20 April at 3.00-3.45pm. The Zoom details for this meeting is:

<https://zoom.us/j/91399221717>

Meeting ID: 913 9922 1717; Passcode: 384203

As with the November 2020 group of sessions, there will be a test vote approximately half an hour before the start of each day. Please do log on to participate if you are able to. The exact timings are:

Synod session date	Test vote timing
Friday, 23 April	12.00 noon
Saturday, 24 April	8.45am

Section D: How to Request to Speak in Debates

1. Members are encouraged to email their Request to Speak to requesttospeak@churchofengland.org indicating briefly what they wish to say up to 30 minutes prior to the item to which they wish to speak.
2. Members will also be able to use the 'raise hand' function on Zoom during the session. Please refer to Section G3 below.

Section E: Synod Questions

1. How to participate in supplementary questions

Having used two different methods to handle supplementary questions during the July 2020 informal meeting and November group of sessions, the Business Committee agreed to adopt a 'speakers' list' mechanism that mirrors that of Prime Minister's Questions at the House of Commons.

Members are invited to indicate their intention to ask a supplementary question by 10am on 23 April by emailing requesttospeak@churchofengland.org. Members are not asked to pre-submit the text of their question(s); rather, they only need to indicate the question number(s) for which they would like to ask a supplementary.

The Chair will then meet with the administrator responsible for that session and draw up a 'speakers' list' respecting the provisions that **priority be given the original questioner** and the normal maximum of two supplementaries per question. Note that the Chair would have discretion to vary this, especially when a single written answer covers a group of questions.

The Synod team will then publish a **speakers' list** prior to the start of Question Time so members will then know if they were due to be called. Members will need to accept the ruling of the Chair in this regard, as they would in a physical Synod. The questioner will be unmuted/ will receive a request to unmute without them needing to raise a hand, thus speeding up the process and avoiding confusion regarding raising hands. **It is therefore very important that members have re-named themselves according to the protocol**

listed in Section 1 above; otherwise they may not be located in the list of attendees and unmuted.

Any member called on to answer a supplementary question should complete this within one minute after which time they may be muted by a member of staff.

Please refer to Section B5 above for more guidance on speaking during the meeting.

Section F: Signing Private Members' Motions

During the course of the group of sessions, members can sign Private Members' Motions on the PMM webpage, <https://www.churchofengland.org/more/policy-and-thinking/work-general-synod/private-members-motions>. This function will not be active until the beginning of the group of sessions.

When accessing the Synod webpage, please scroll down to the bottom for the PMM form. You will not receive an email confirmation, but you will see on the webpage that your submission is complete.

During the course of the group of sessions, members can also sign PMMs via the App. Tap 'contact' and then tap 'Sign PMMs' to fill in the form. You will not receive an email confirmation, but you will see a pop-up dialogue box that confirms your submission.

Section G: Technical Advice (please also read the FAQs which are at the end of this document).

1. Technical preparations

Virtual participation will take place over an online meeting system called Zoom. Zoom can be accessed via your internet browser, the computer app or mobile app. You should ideally use a laptop or desktop computer to help ensure better sound and video quality.

Members must download the Zoom app in advance for this meeting. Using the browser version of Zoom may limit your use of certain Zoom functions. .

Members are asked to test their sound and video before the meeting begins. Keep a distance of less than two feet between yourself and the microphone.

When you are unmuted to speak, please do everything you can to minimise background noise, such as silencing phones and turning off electronic alerts etc.. We understand that this won't be possible for everyone, and we will try and be as accommodating as possible if there are interruptions from elsewhere.

To enhance your own experience as well as assisting others, consider your video background (as plain as possible), sit face-on to the camera (not sideways), do not have a window or light source behind you, and if you are called to speak ensure you are close enough for those who need to lip read.

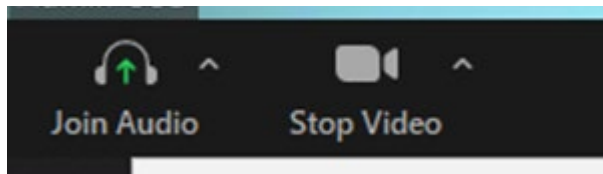
However, if you experience problems with your internet connection then you may find that turning your video off (by clicking on the video icon) may help.

2. Joining the meeting

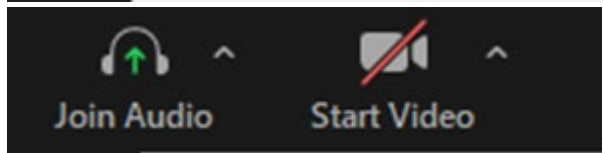
Please see Section B4 above regarding the circulation of Zoom login details and renaming protocol.

Members can choose to enable their video during the joining process or can do so at any point having joined the meeting. Enabling your video will replicate the feeling of an in-person meeting as far as a remote meeting allows; however, you may also note that switching it off reduces carbon, water and land footprints by 96% (cf. Top Ten Tips for Zoom Eco-Synod).

If you are not prompted to 'join with video' then you can click on the video icon (see picture below) to start your video.



Video is in operation – click icon to stop



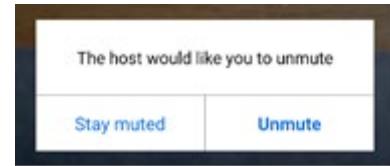
Video is not in operation – click icon to start

If you have any technical issues before or during the meeting, please email Synod Support at synod@churchofengland.org.

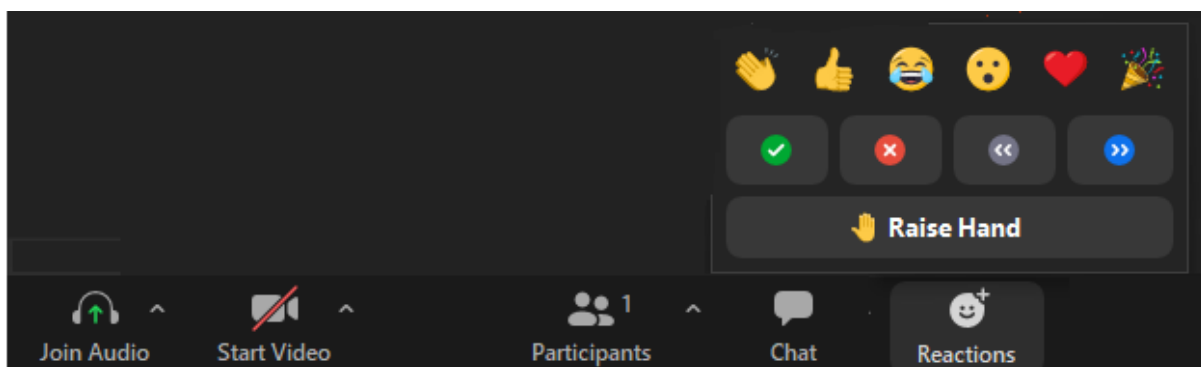
3. During the meeting

Once in the meeting, Members will see the panel of controls below at either the bottom or top of their screen.

- **Mute** – mute or unmute your microphone. Please do not use this functionality. Members' microphones will be muted centrally. **If you receive a request to unmute, please select unmute to agree to the request.**

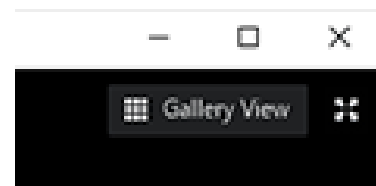
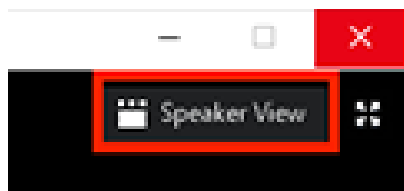


- **Stop Video** – start or stop your camera
- **Participants** – view the meeting participants
- **Reactions** – react to the proceedings of Synod by 'clapping' or other emojis.
- **Chat functionality** is available only for the purpose of raising a point of order.



- The **green tick** is used for Synod to indicate their wish to discuss an amendment under the 25-member rule. Please refer to the Guide to Voting for more details. To note: the green ticks will be cleared by the staff team after the Chair indicates the will of the Synod.
- The **'raise hand'** function can be found by clicking on 'Reactions'. To note: hands will be lowered by the staff team at the end of an item or when a member has finished speaking.

We recommend that you watch in 'speaker view' rather than 'gallery view' as you will see whoever is speaking rather than a large number of small pictures of those in the meeting. To switch between the views, press the button which is usually found in the top right hand corner of your screen (see below) bearing in mind that once you have selected a view, the button will then change to offer you the other option.



4. Voting

Zoom polls will not be used in a formal group of sessions. Please refer to Section C and the Guide to Voting for information on remote voting.

5. Accessibility

British Sign Language interpreters will be available throughout the sessions.

Individuals with any special needs are encouraged to contact us in advance via email on synod@churchofengland.org so that we can do our best to accommodate your needs.

Section H: Frequently Asked Questions (FAQs)

If I accidentally leave the meeting can I re-join?

Yes, you should be able to re-join by clicking on the link again. If not, go to Zoom.us, click on join a meeting and enter the webinar ID and password (which you can find in the emailed invitation).

Do I have to have my video turned on?

If you are intending to speak it would be a courtesy to all members to have your video turned on so you can be seen. However, if you are having trouble with your internet connection, you may find it helps to turn your video off. You may also wish to know that switching it off reduces carbon, water and land footprints by 96% (cf. Top Ten Tips for Zoom Eco-Synod).

Why can't I see everyone in the meeting?

You can only see a maximum of 100 participants on screen in a Zoom meeting – everyone attending is listed in the participants list though (click on participants button to view, and type in the name of any person you wish to find).

If I need help to access the meeting what do I do?

If you email synod@churchofengland.org we will do our best to respond as quickly as we can.

Can I use my iPad or other tablet device to access the meeting?

Yes, though the display will look different from that on a laptop or desktop computer.

Can I use my mobile phone to access the meeting?

Yes, but you will get a much-reduced display. We recommend that you don't use a smart phone unless you have no other option. We do recommend that you use your smartphone for the voting app; you can have the Zoom meeting and voting open in separate tabs on a larger device, but having them on separate devices is likely to be easier to use.

My internet has failed, can I dial in and listen on a phone?

Yes, you can dial in by landline or mobile phone (the phone numbers will be on the email invitation) however due the length of the session you may incur considerable costs so please check with your phone provider before making such a call.

What is the difference between 'speaker view' and 'gallery view'?

In speaker view, you see one large picture of whoever is speaking on your screen, whereas in gallery view you can see more (much smaller) pictures and it may not be obvious who is speaking.

If I have a technical problem with Zoom during the meeting who can I contact?

Please email synod@churchofengland.org. Please bear in mind, however, that at certain times of a day, we may be dealing with a large volume of emails, so an immediate response may not be possible.