

Key point to remember if joining the Synod sessions on Zoom

1. You will be sent the Zoom links by email the day before each session (usually after the close of business). Please note there is one link for each day (there will not be a separate link for each session) and the Zoom call will keep running during all breaks so it's a good idea to save energy by turning off your camera during the breaks.
2. In the event that the Zoom call fails it will either be re-started using the same link or otherwise you will be emailed a replacement link as soon as possible.
3. The Zoom calls will be started approximately 30 minutes before the start of morning worship/start of business (whichever is earlier)
4. When you have joined the Zoom call, please rename yourself using the following convention which we have established (as you will not be called to speak if you appear on screen as, for example, 'Vicar's iPad':

Synod number (including leading zeros), space, B,C or L (depending on your house), space, name

For example: 073 B Janet Bloggs 645 C Joe Bloggs 536 L Caroline Bloggs

If you forget to re-name yourself, a member of the Synod Staff will probably do this for you to ensure the chair is able to see who may wish to speak.

5. You will be automatically muted when joining the calls and if you are called to speak by the Chair will be unmuted by a Zoom Co-host in Church House.
6. Make sure you have the list of participants open – click along the bottom of the screen where it says participants and you should get a section pop up to the side with the names of all those on the call.
7. Please also open the chat box in the same way
8. At the bottom of the screen, you will see something called 'reactions' - this is where you will find the 'raise hand' button – only use this button if you wish to speak in a debate. The Chair will be aware of who has raised hands in the Zoom call and may then call you to speak.
9. If you are called to speak, you will be unmuted by a Zoom operator i and when you have finished speaking please mute yourself (or if you forget the Zoom operator will do this for you) and also they will lower your hand.
10. Under reactions, you will also see the 'green tick' and 'red cross' buttons – you will need these if the Chair calls a vote by a show of hands. When prompted, first the Chair will ask those in favour to indicate and if that is you then click on the green tick; the Chair will ask those against to indicate, and if that's you then click the red cross. At the end of the vote, all 'reactions' will be cleared by the Zoom operator i.
11. If you need to raise a Point of Order, then you should go to the chat function, in the drop down list find the member called Point of Order & Timings, and type in the message the words Point of Order and press 'send'. You'll need to do this very quickly when you wish to raise a Point of Order – then the zoom operator monitoring Points of Order will alert the Administrator/Chair as soon as they can. You will then be called to speak, you will be unmuted, then you can state what your point of order is.