

# **PARTICIPATION INSTRUCTIONS**

## **For Providence Presbytery ZOOM Meetings**

To see a 45 second video overview of ZOOM, click [here](#).

If you would like some training on how to use Zoom, including Zoom meeting etiquette – Check out the Zoom 101 Training Youtube Video on the Providence Presbytery Website created by Kara Wheeler and the Education and Equipping Ministry Team.

[Providence Presbytery Zoom 101 - YouTube](#)

### **PLEASE PRACTICE THE FEATURES FOUND ON THESE PAGES**

#### **PLEASE NOTE THE FOLLOWING IN YOUR CALENDARS:**

- Please register by 10:00 a.m. on the day of the Presbytery meeting. The Providence Presbytery Called Meeting is Sunday, January 29, 2023 will begin promptly at 1:30 p.m., but the meeting room will open at 12:30 p.m.
- The Commissioner's Handbook will be emailed approximately ten days prior. Printed copies will be made available upon request.
- The Stated Meeting will be recorded to assist the one who records the minutes.

To register for the Presbytery meeting go to [www.providencepres.org](http://www.providencepres.org)

Click on the Calendar Tab

Click 2023 Presbytery Meetings

Scroll down to January 29, 2023 Presbytery Meeting

Click Register

Or go to this [Direct Link to Register for Presbytery Meeting](#)

If you have any questions, please contact Hoover, Olivia, or Rose at the Presbytery Office. Thank you.

# Providence Presbytery Meeting Policies

## **Persons who have the privilege of the floor are:**

- Teaching Elder members of Providence Presbytery
- Commissioned Ruling Elders
- Ruling Elder Commissioner(s) of each church
- All Moderators of the Coordinating Team of Presbytery, Presbytery Ministry Teams, the Committee on Ministry, the Preparation for Ministry Committee, and the Presbytery PW provided they are ordained as either a ruling elder or a teaching elder
- All members of the Coordinating Team of Presbytery
- Certified Christian Educators (G-2.1103b)
- All Candidates under care of Providence Presbytery not otherwise enrolled in the Presbytery
- Persons certified in church service (Certified Church Service, G-2.11)

## **Persons who are eligible to vote are:**

- Teaching Elder members of Providence Presbytery
- Commissioned Ruling Elders
- Ruling Elder Commissioner(s) of each church
- All Moderators of the Coordinating Team of Presbytery, Presbytery Ministry Teams, the Committee on Ministry, the Preparation for Ministry Committee, and the Presbytery PW provided they are ordained as either a ruling elder or a teaching elder
- Certified Christian Educators who are ordained as a ruling elder or a teaching elder (G-2.1103b)

## **Membership and Representation:**

Presbytery is a cooperate expression of the church consisting of all churches and teaching elder members within its bounds. When Providence Presbytery meets, each church shall be represented by ruling elders commissioned by the session as follows:

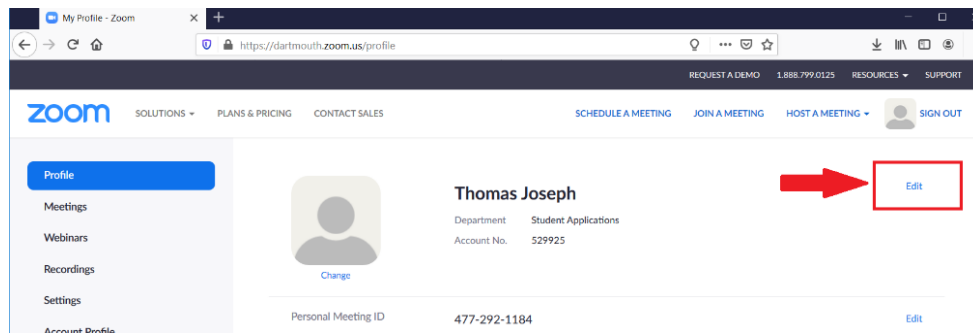
0 - 500 members	<b>1 ruling elder</b>
501 - 1000 members	<b>2 ruling elders</b>
1001 - 1500 members	<b>3 ruling elders</b>
1501 - 2000 members	<b>4 ruling elders</b>
2001 - 3000 members	<b>5 ruling elders</b>

From *Providence Presbytery Manual of Administrative Operations*, p. 1, approved 7-1-21.

1. Downloading **ZOOM** onto your laptop, Mac notebook, Tablet, Ipad, Smartphone **with a webcam** by going to ZOOM ([click download “ZOOM Client for Meetings”](#)), Google Play or iPhone Store.

If you are doing this for the first time, you will need to create your own account with your name. Please use your first and last name, capitalizing the first letter and putting a space in between: for example, “John Smith.”

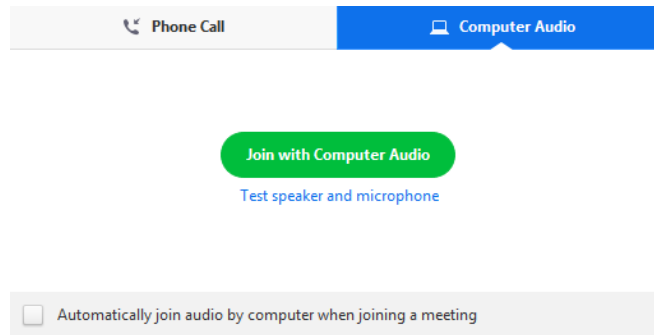
- If you have already downloaded ZOOM and you did not use your first and last name as describe above (maybe your using your church account or there was a default name given such as “iphone743”), **you need to change it as you will coming into PROVIDENCE PRESBYTERY Stated Meeting. we need to know who you are.** To change you name as described above, please follow these steps:
- Sign into ZOOM.
- Click “Profile” on left side or your screen which will take you a screen with whatever name you have (see picture below).
- Click “Edit” next to your name which will take you to a screen that allows you to change your name. Do so and then be sure to scroll down to click “Save Changes.”



Lastly, we recommend the day before the PROVIDENCE PRESBYTERY ZOOM Stated Meeting, you check to see if there are any updates for the ZOOM program on your computer and if so, update ZOOM. If you need any help, support or want tutorials from ZOOM, [click here](#).

2. Launching **ZOOM** in **both** audio and video:

- a) In the email from PROVIDENCE PRESBYTERY, following the words “Join Zoom Meeting,” click the link. **The meeting begins at 1:30 p.m. sharp and we encourage you to enter early, any time after 12:30 p.m. Please register by 10:00 a.m. the day of the Presbytery meeting.**
- b) A window similar to the one below will appear; please click the green box in order to have **both audio and video**.



- c) It may be necessary to start video after you enter the PROVIDENCE PRESBYTERY ZOOM Stated Meeting. If so, click the video icon at the bottom left of your screen.



### 3. Registering attendance in the Chat Box

After launching ZOOM on your computer, by using the link provided in an email from PROVIDENCE PRESBYTERY, you will need to type your name, role, and church in the chat box using the format below.

Please place your first and last name, your appropriate role initials (see initials below), followed by your congregation. For example, "Sandy Smith - RE, XYZ Church."

Then click enter.

**TE** = Teaching Elder member of Providence Presbytery

**TEN** = Teaching Elder **NOT** a member of Providence Presbytery (voice, no vote)

**CRE** = Commissioned Ruling Elder

**HR** = Honorably Retired Teaching Elder

**CE** = Christian Educator

**RE** = Ruling Elder Commissioner(s) from a Church Session

**MTM** = Ministry Team Moderator – Indicate which Ministry Team

**CM** = Corresponding Member (voice, no vote)

**V** = Visitor - If coming from a congregation list the name of your church, if coming from an agency list the agency and your title, if attending in any other capacity please put in a descriptor (i.e. PW, Inquirer, CPM candidate, etc.).

**S** = Presbytery Staff

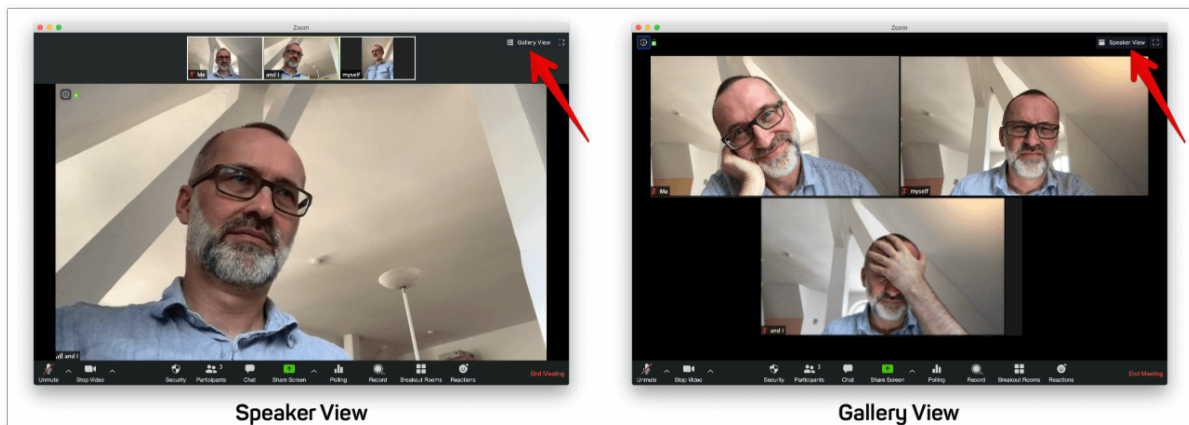
**iPhone users:** Open up ZOOM and click the Setting button in lower right corner. Then click your name at the top. Then click on Display Name to change your name using the format above.

4. Going back and forth between **GALLERY** view and **SPEAKER** view:

Moving your computer cursor to the far upper right hand corner, you will see either the word “GALLERY” or “SPEAKER.” GALLERY view would be like the Brady Bunch, where you see many participants in small squares. SPEAKER view is if you want to see only the person talking, in a larger square.

It is personal preference, but ordinarily in a large meeting, you would want to select SPEAKER view, specifically, as the meeting and worship is taking place.



Please note: When in GALLERY view, it will say “SPEAKER” in the far upper right hand corner. When in SPEAKER view, it will say “GALLERY.”





Accessing the **REACTIONS BUTTON**, so you can **RAISE** your **ZOOM HAND** in order to be recognized to ask a question, ask a point of order, and/or make a motion:

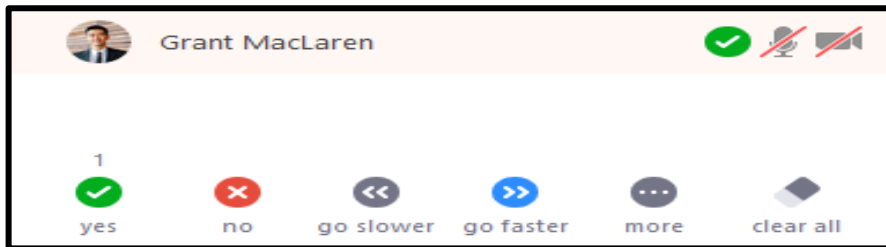
- a) Moving your cursor around your screen, you will see a bar of icons, ordinarily at the bottom of your screen; click the one that says, “REACTIONS.”
- b) When the toolbox opens up, you will see icons.
- c) In order to raise your hand, click the icon of a RAISED HAND. When the RAISED HAND is clicked, you will move to the top of the participants list, and the Moderator will know to call on you. After you have been recognized and your questions answered, Click the Reactions Button again – then Click LOWER HAND icon.

5. Accessing the **REACTIONS BUTTON** to vote “**YES**” or “**NO**.” These icons are on the second row in the toolbox of icons.

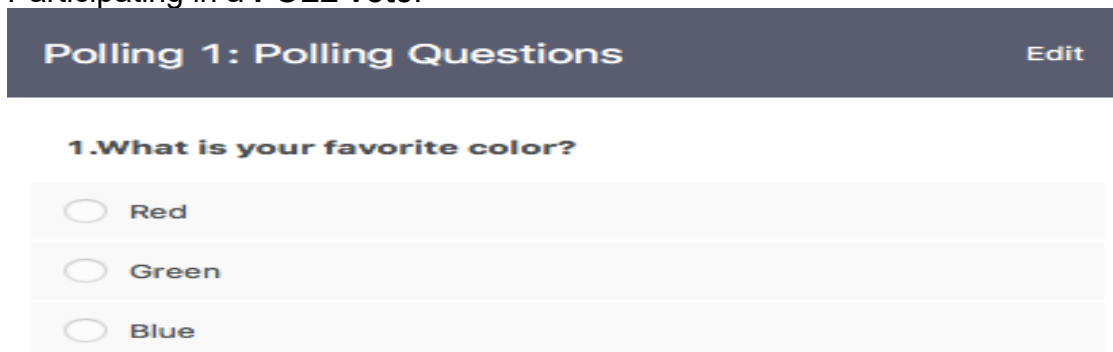
a) To vote, you must click either the green circle with a check mark inside for “**YES**”  or the red circle with an “**X**” inside for “**NO**” .

If you voted “**YES**,” then a green circle with a check mark inside  will appear next to your name in the PARTICIPANTS window.

If you voted “**NO**,” then a red circle with an “**X**” inside  will appear next to your name in the PARTICIPANTS window.

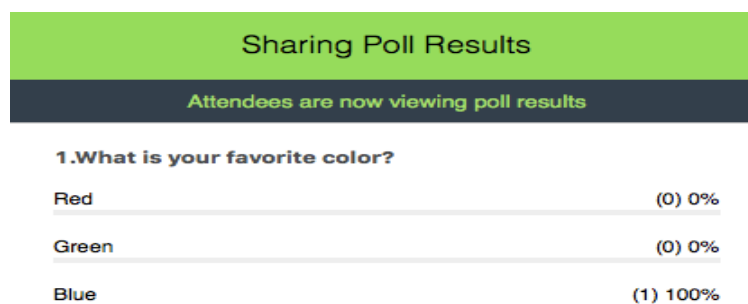


6. Participating in a **POLL vote**.



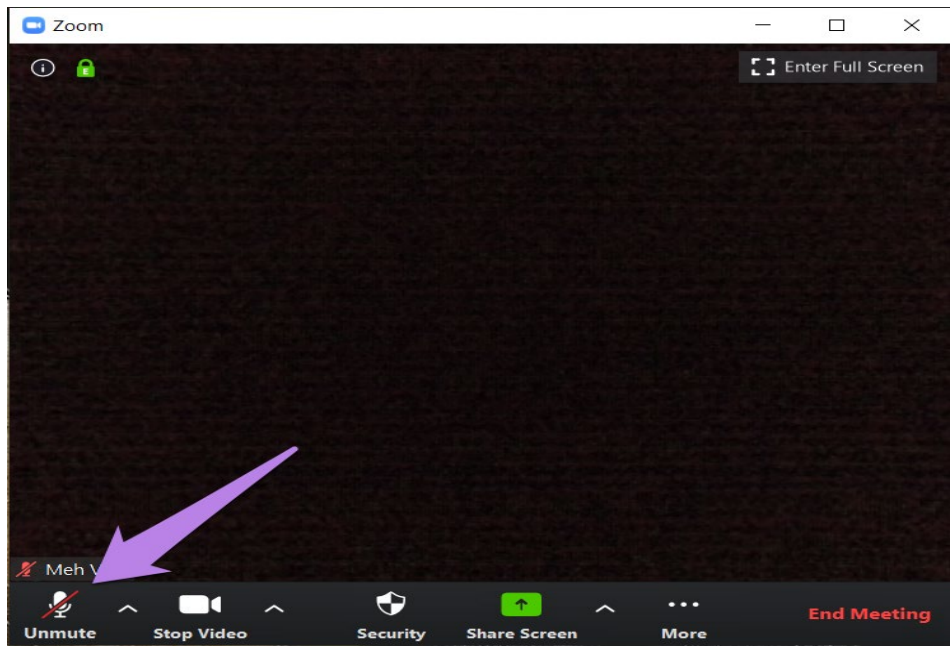
This is the easiest of all. When it’s time to vote in a Poll, it will show up right in front of you on the screen. The moderator will ask you to vote, sharing that you have about 30 seconds to vote.

After that time, the vote results will be shown and the moderator will declare the results.



7. **MUTE** and **UNMUTE** yourself with ease by either clicking the **MUTE** and **UNMUTE** button or by holding down the space bar while muted in order to speak. **When entering the Zoom meeting, you are automatically muted.**

In order for you to speak, you will have to raise your hand. (#5 above). When you are recognized by the Moderator, you will be unmuted. To UNMUTE yourself, move the computer cursor around your screen in order to see the MIC icon at the bottom left of your screen or at the upper right corner. Never UNMUTE unless recognized.



- b) You can also temporarily unmute yourself by holding down the space bar, similar to the old style walkie-talkie; this works if you are muted.