Canadian Yearly Meeting
Meetings for Worship for Business on Zoom

An online Meeting for Worship for Business may seem odd. Could we consider online conferencing software (such as Zoom) as a new location with different furniture? We sit in our homes (not a Meeting Room) and we see the other Friends in squares on a screen (rather than in rows of chairs). The attendance sheet is digital, and sometimes reports appear on our computer screens.

As Friends, we know that we can hold Meeting for Worship anywhere, as long as we are grounded in the Spirit. It is up to all of us, working together, to ground our our Meetings for Worship with Attention to Business in the Spirit, according to our discipline.

During the Representative Meeting sessions held in 2020, we developed a number of practices ("protocols") for navigating Quaker space on Zoom. You may find these "protocols" annoying or inconvenient (like special rules we follow when we meet on a university campus), but we hope you can adapt to a few new procedures and turn your attention to discernment at hand. The "protocols" also allow us to take advantage of new features available in a virtual meeting space.

This document provides instructions and guidelines for Friends who attend Yearly Meeting and Representative Meeting business sessions. We suggest you look through these pages a day or two before the upcoming Online CYM Meetings for Worship for Business

Friends' conduct at a Meeting for Worship for Business

The Clerks will Clerk the meeting, and will recognize Friends to speak.
Please use the "**Raise Hand**" function (pp. 2, 8) if you wish to speak. The Clerks will monitor "Raised Hands" in the **Participants List** (p. 2) and will recognize you in turn.

When you are recognized to speak, please begin by giving your name and the monthly/half-yearly meeting or CYM committee or role in which you are contributing to the discernment. Remember that Friends will not be able to see you on the screen may not know who you are.

As in any Meeting for Worship for Business, use careful discernment when recognized to speak. Is what you have to say "Ministry"? Does it provide new Light? Try to present your thoughts concisely. Remember that it is not good practice to speak more than once on a specific subject. Please remember that the Clerks will try to keep the meeting within prescribed time. They will do their best but it is possible that you may not be recognized to speak.

Hosting and Tech Support

Host and Co-Hosts

The "Host" is the person who scheduled the meeting on Zoom. Hosts have technical control over the meeting. They can start and stop it, mute or unmute people, and allow certain people to share their screens. A host can make additional Friends "Co-Hosts." This is usually done for the Clerks and for Friends making a presentation. To find out who the hosts are, open your "**Participants List** (p. 2). "Host" or "Co-Host" will appear after their names.

Tech Support Friends

Tech Support Friends are people who know more about Zoom than the rest of us. There are a number of them across Canada. One of them serves at each CYM Meeting held on Zoom. We are grateful to these Friends who contribute their time and knowledge to enable us to gather online.
– If you are new to Zoom, you can log in early to talk to the Tech Support Friend.
– If you have problems during a meeting, send a message to **Chat** (p. 3). The Tech Support Friend monitors the Chat and will send you a reply.

The Zoom Toolbar: Take A Stroll along Main Street
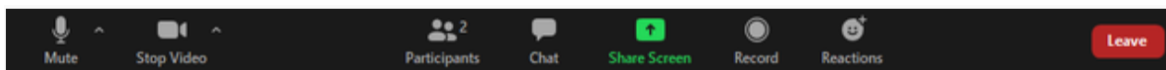
This toolbar appears at the top or bottom of your screen (depending on the device you are using). On a tablet, you may have to tap or click the blank space to make it appear. To make things happen, click an icon, or tap it with your finger. Take a few minutes for a quick tour.

Microphones – The Mute/Unmute Function
The microphone icon is a toggle switch. Click/Tap it to turn your microphone off and on.
> – When you microphone is off, the icon has a red line through it: you are **muted**.
> – When your microphone is on, there is no red line: you are **unmuted** and can be heard.
> – When you speak, remember to **unmute** (turn your microphone on)!

We suggest that Friends keep their microphones muted (off) until they are recognized to speak. Remember that when your microphone is unmuted (on)*, everything* you say and any noise around you (barking dogs, ringing phones) will be heard by the whole meeting!
Note that the Host of the meeting can control everyone's microphones. If you can't unmute, perhaps the host (or the Tech Support Friend) can help.

Cameras – Your Onscreen Presence!
The camera icon is a toggle switch. Click/Tap it to turn your camera off and on.
> – When the camera is on, you can see your image (head and shoulders) on the screen.
> – The name under your image is your "**Screen Name**." You will edit it when you Register (p. 4).
> – When your camera is off, you will see a black box with your Screen Name at the bottom.

Most Friends keep their cameras on during a meeting. Screen images are helpful for those who are hard of hearing. It is easier to understand someone's voice when you can also see their face.
If your microphone is distorting, try turning the video off when are speaking to conserve signal power. Remember that the video camera projects *everything* in range. If you carry your tablet or laptop to another location, turn off the video so those watching your image don't get seasick!

The Participants List
When you join a Zoom meeting you are a "Participant." The number beside the "Participants" icon on the toolbar indicates the number participating in the meeting. (The number may be wrong because Zoom can't count the extra people sharing a screen.)
Click the "Participants" icon to make the "Participants List" appear. This list is very handy.
> – To send a message to **Chat** (p. 3) click the recipient's name.
> – To change your **Screen Name**, click your name, then "rename," and enter your full name and your monthly meeting. If you make a mistake, try again.
> – To **Raise Your Hand**, click your name, then "more," and then "Raise Hand." A blue hand will appear beside your name. See also p. 8.

You should **Raise your Hand** if you wish to speak. The blue hand beside your name (and the names of others who have also raised their hands) will remain until you are recognized to speak (unless you cancel it). This "speakers' list" is a kindness for our Clerks. They may not may not be able to see everyone at the meeting in a single screen and cannot constantly watch for images of Friends waving their hands. Names with raised hands appear in the Participants List in order of raising.)

The Chat Function
The "Chat" icon opens the Chat screen. Note the little message box at the bottom.
The default recipient (To:") is "Everyone."

To Send Messages
– Type a message in the box. To send your message, Press Enter/Return. Do not press Enter until you are finished. If you do, your message will appear in bits, among the other messages,
– To send a message to a specific person, open the **Participants List** (see p.2) and click the person's name. That name will replace the "Everyone" in the message box.
– *NB: Double-check to make sure your personal message is not sent to Everyone!*
– To navigate through the Chat messages, click the cursor on the textbox. Now you can scroll up and down within text, using the arrow keys on your keyboard. You can also use the roll bar of your mouse or your fingers on the mouse pad to move up and down.

Registration Messages for the "Attendance Sheet"
– Use Chat to **Register**" when you log on and join the meeting (see "Registration," p. 4).
– Use Chat to send regrets for a Friend unable to attend (see "Registration," p. 4)
– Please do not use Chat for ordinary message until the Registration process has is finished.
(*Reason: The Recording Clerks use the Registration information for the attendance lists in the minutes. Other messages mixed in with the names are not be helpful.*)

Friendly Protocols for Chat
– The Clerks will not read look at the Chat until the meeting is finished.
– Chat messages to the Clerks should concern only future references for non-urgent items such as a name spelling or a factual correction.
– If your message for the clerks is urgent, use the "**Raise Hand**" function (pp. 2,8) and wait to be recognized to speak, or contact another Friend who might address your concern.
– Restrict messages to "Everyone" for items that are *not* crucial to the discernment.
– If you have a technical problem, send a message to Chat. The Tech Support Friends monitors the chat and will reply.

The Share Screen Function
The "Share Screen" option allows people to share documents on their own computer screens with everyone in the meeting. This option is limited to Co-Hosts. If you have a document that you need to share for a presentation, contact the Tech Support Friend before the meeting begins.

The Record Function
Like "Share Screen" the record function is not available for participants. It is not CYM's practice to record Meetings for Worship for Business.

Reactions!
The Reactions icon offers participants a small variety of moticons for expressing opinions. Wide use of such symbols is not part of Quaker process, but some monthly meetings use "Thumbs Up" as a substitute for saying "Approve."

The "Leave" Button
The bright red "Leave" button is located at the end of the toolbar. Don't click/touch LEAVE unless you want to leave. If you make a mistake, log in again.

Log-in and Registration

Logging in to Zoom – Come with Heart and Mind Prepared
CYM will send you an email meeting notice with a Zoom link. Keep it safe – you need that link to join the meeting. Plan to log into Zoom about 10 minutes before the start time. These extra minutes will give you time complete your **Registration**, gather papers you need, and settle into supportive silence as other Friends arrive. The Meeting will begin with worship. The Tech Support Friend will be on hand 30 minutes beforehand to help with technical problems. Take advantage of this opportunity to ask questions.

Registration – a Two-Step Process
Step 1 – Edit your Screen Name (see also p. 6)
Your "Screen Name" is the name below your image on the screen. The ordinary name of your device (perhaps "Bambi's iPad") won't do.
To change it, open the "**Participants List**" (p. 2), click on your name, then click in the empty box. Identify yourself as instructed below, then hit Enter.
   – Your Screen Name should include your first and last name and your monthly meeting.
   – For Representative Meeting, please include the CYM committee or body you represent.
   – Please use abbreviations *only for types of Meetings*: MM, WG, HYM, CYM, M&C
Here are some examples: *John Deer, Toronto MM; Sarah Eland, CYM Finance Commmittee; Ignatius Elk, Middle River WG; Anita Gnu, CYM Trustees; David Moose, Western HYM; Stanley Zebra, Continuing Meeting of M&C*

Step 2 – "Sign" the Attendance Sheet (see also p. 6)
On Zoom we use the Chat function to record Attendance (see "Chat," p. 3).
   – Open the Chat screen and go to the message box at the bottom
   – Make sure the message recipient is "Everyone."
   – Enter your full name, your Monthly Meeting or Worship Group. For Representative Meeting, provide the monthly or half-yearly meeting and/or the Yearly Meeting committee or body you are designated to represent. If you are standing in for a regular Representative , please provide that person's name as well.
   – Please use *only* the following abbreviations: MM, WG, HYM, CYM, M&C
Check your Registration message for typos before pressing ENTER so your text will stay together. The Recording Clerk will download these "messages" and format the text for the "Friends Present" list in the Minutes. This small effort contributes to CYM's tradition of maintaining good records.
Regrets — If you are conveying regrets for a Friend who cannot attend, please make a separate "Registration entry" for the "Attendance Sheet."

A Supplement for New Zoom Attenders
We hope that the Screen Shots in this supplementary guide will help those who are new to find their way through the various Zoom Functions Zoom.

Download the Zoom App several days before the meeting. Don't leave it to the last minute!
   – Open your email and find the CYM email invitation for the upcoming meeting.
   – Click the **Zoom link** in this message. The **Zoom App** will automatically download.
   – Follow all the steps, clicking   *open / run / allow / OK*
   – When you have installed Zoom, close the program.
When you click that email link again on the day of the Meeting, Zoom will open automatically.

Join the Meeting

Please plan to join the meeting 30 minutes before the scheduled start time. Find your CYM meeting invitation to the meeting. Click the Zoom link in this message (as you did before). This time you might go directly to the meeting, or you might spend a short time in a "Waiting Room" looking at a screen like this. You should be admitted in a minute or two.

Please wait, the meeting host will let you in soon.

Test Meeting
3/31/2020

Test Computer Audio
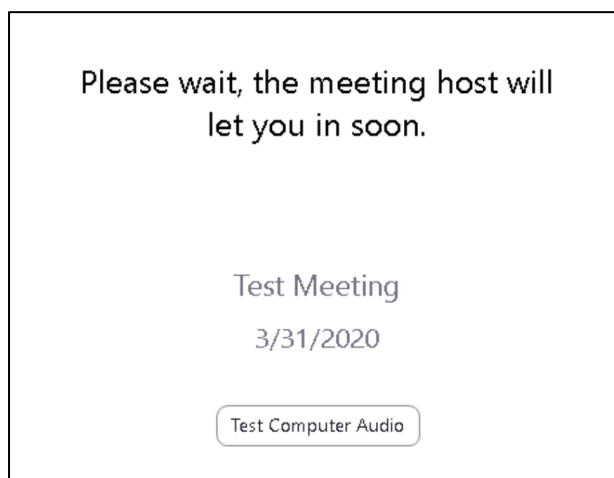
If you are kept waiting for a long time, and suspect something is wrong, try starting over. Close the screen, then click the meeting link again. If this doesn't help, send an email to conferencing@quaker.ca for assistance. Another option is to contact someone you know who is also going to the meeting, and ask them to contact the Tech Support Friend for you. Once you're safely in, take a few minutes to explore the toolbar.

The ZOOM Toolbar
This is the ZOOM tool bar. On a computer screen the Toolbar is usually at the bottom of the screen On a tablet (or iPod) it is usually at the top. If your Toolbar disappears, move your cursor over the bottom of the screen. For tablets, move your finger over the top of the screen.
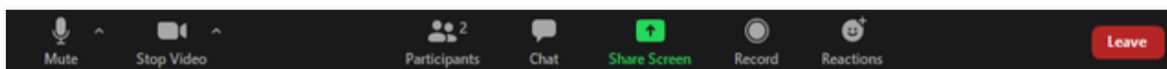
The Toolbar has seven icons. These icons connect you with various Zoom features. There are detailed instructions for these functions on pp. 2–4.

    Mute
    Video
    Participants
    Chat
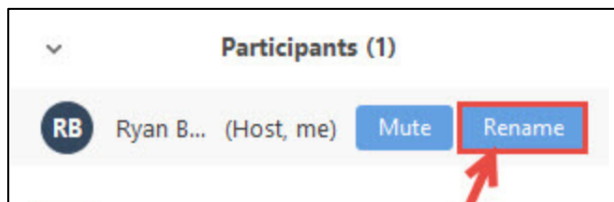   Share Screen
    Record
    Reactions

Now you can "Register" by editing your Screen Name and signing the Chat Attendance Sheet.

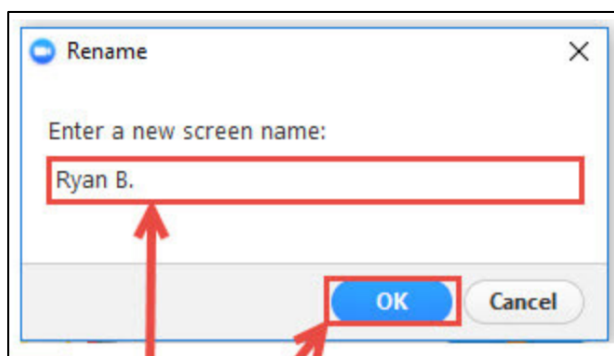**Edit Your Screen Name** (see also pp. 2, 4)

1 Click the "Participants" icon. The **Participants List** will appear.
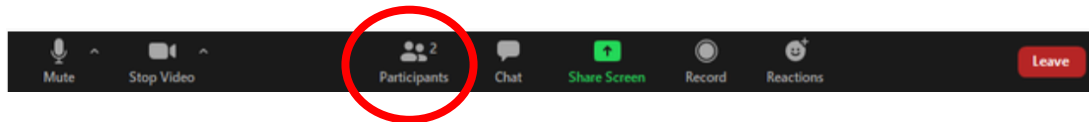
2 Hover your cursor over your name and click the "Rename" button that appears.
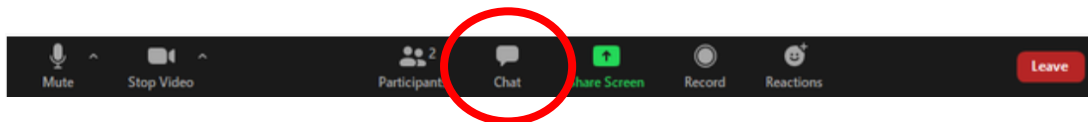
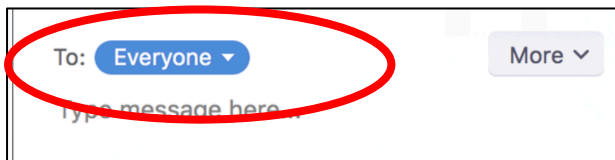3 Enter your full name (as instructed on p. 4) and click OK

4 Double-check your name s below your image in the meeting view and in the Participants List. If you've made a mistake, go back and fix it. If you have difficulties, ask the Friendly Tech Support Friend.

Sign the Chat Attendance List (see also p. 3)

1 Click on "Chat" icon in the toolbar

2 The **Chat** screen will appear at the side of your screen. The "To:" choice in the message box at the bottom should be "Everyone"

3 Click on "Type message here…" Enter your full name (as instructed on p. 4), check for typos, and then press Enter. You're done!

Microphones and Video Cameras (see also p. 2)

Click the **Microphone** icon on the toolbar. This icon toggles between **on/unmute** and **off/mute**.
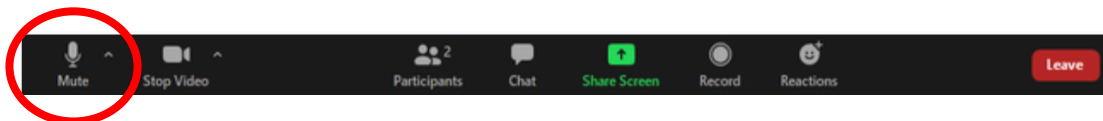
A red line through the **Microphone** icon indicates that your voice is **Muted**: you cannot be heard. To **Unmute** yourself click the microphone icon once. Remember to **Unmute** yourself before you speak.

Click the **Video icon** on the toolbar. This icon toggles your video camera **on** and **off.** When your **Camera** is **on**, you can see your image on the screen.
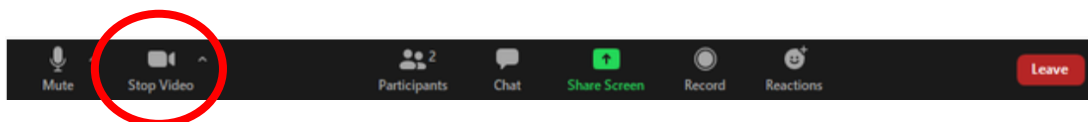
A red line through the **Camera i**con indicates that your video is off. There will be a black screen where your image used to be. Click the **Camera** icon to restore your image.

Raising Your "Hand" (see also p. 2)

If you wish to speak, please the **"Raise Hand"** function.
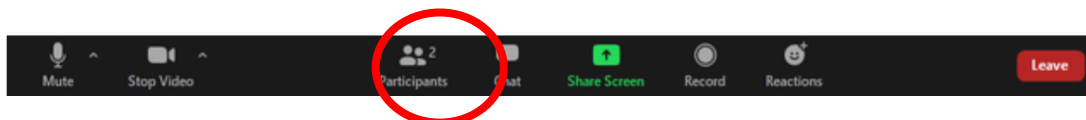
1 Click the Participants icon to reveal the **Participants List**. At the bottom of the list there is a group of icons. (On a small screen, you may see only a "more" button. Click it to reveal additional choices.)

2 Click the blue "**Raise Hand**" icon. A blue hand will appear opposite your name in the Participants list.
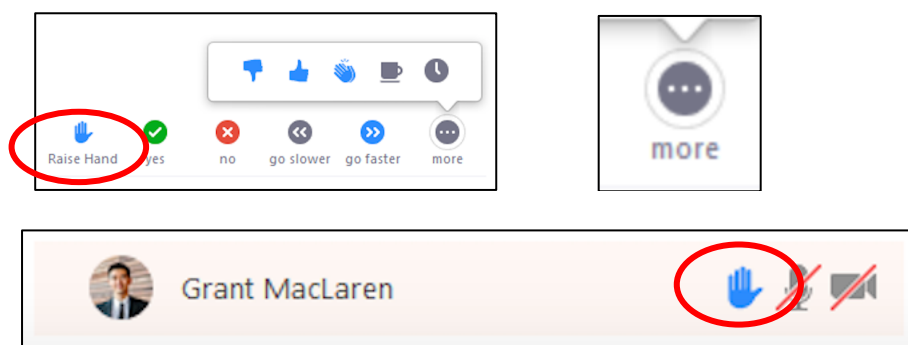
You may see other names with **Raised Hands**. These names will sort in the order of hand raising. The Clerk will recognize you when it is your turn to speak.

Finally …

Notice the red "**LEAVE**" button. Don't click/touch it until you want to leave, or you'll have to log in again