



Vermont Conference United Church of Christ



Guidance for Called Meetings on ZOOM

To be used for: Church annual meetings, Candidating Sundays and any other called, warned meetings

1. Ensure your ZOOM account can accommodate the number of participants you anticipate attending. This may require paying for a license.
2. Set up the meeting on ZOOM. If the person setting up the meeting is not the moderator of your church, it is suggested that the person setting up the meeting give the moderator the host privileges. This can be set up in the “Settings” page on ZOOM. It is strongly suggested that you set the meeting to mute all participants upon their initial entry.
 - a. Consider using the “waiting room” function when you set up the meeting on ZOOM. This restricts participant entry to those the meeting host approves. It will allow to you keep non-members out of the called meeting and help prevent an outsider taking over the meeting and displaying inappropriate material (known as “ZOOM bombing”). Additional options to help restrict entry are to require meeting registration and password for entry.
 - b. Consider limiting screen sharing to the meeting host only. This is another way to prevent ZOOM bombing. The screen sharing choices are in the ZOOM “Settings” page.
3. When the meeting starts, have the clerk call the membership roll to establish quorum.
4. The moderator leads the meeting just as they would in-person. Use Robert’s Rules to facilitate the smooth order of the meeting. Participants should only unmute themselves when they are called upon by the moderator.
5. When a vote is called, the clerk calls the membership roll with each person present giving their vote upon their name being called.

If you have questions, please contact Jesse Davis at the Vermont Conference office at vtcoordinator2018@gmail.com.

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