

Zoom

We have been offering Worship Services and some meetings on Zoom for three years now. While there have been a few glitches, it has worked well overall. Virtual Worship and Meetings are the new norm not just for us but also in the wider community. As a result, updated Zoom etiquette for everyone has recently been published. In consultation with those responsible for Zoom at Fonthill United, we decided to share it as a reminder for us all.

Zoom Etiquette for Everyone - Updated 2023

1. **Be on time:** If possible, we recommend arriving five to fifteen minutes early so you have time to troubleshoot your device in case anything goes wrong. This also gives you the opportunity to alert the host of any issues.
2. **Pay attention to mute:** Paying attention to mute when in a Zoom meeting/service is essential for keeping everything running smoothly and saving yourself from embarrassment. It keeps distractions like barking dogs, background noises, children playing, from distracting other people on the Zoom call. Even inadvertently hitting the space bar on your computer can unmute you. It is important to note that you can still hear everything while you are on mute.
3. **Be mindful:** Do not do or say anything online that you would not do or say if you were attending in person. Speak with kindness and caution, always treating others as you would want to be treated.
4. **Test your device before the service/meeting to get a better experience:** When you sign in on the Zoom call, they ask you to test your microphone and camera to ensure they are working correctly. You just follow the prompts given. It is a good idea to do this to ensure everything is working correctly. It is recommended that you use the video in any meetings to make it more engaging for everyone.
5. **Check your background and environment:** Consider what your background and environment behind you look like. A cluttered background can be distracting.
6. **Minimize Distractions:** Before you Zoom call, clear out as many distractions as possible. Multitasking during a call is rude to everyone else and you might miss important information. It is important to give the call your full attention.
7. **Don't eat, smoke, or drink:** This does not apply to water or coffee.

On behalf of the Council of Fonthill United Church, I wish to thank all those participating on Zoom for the etiquette you observe and for making our services and meetings respectful and orderly.

Lyn Taylor, Council Chair