

## **ZOOM PROTOCOL FOR ST LUKE'S CHURCH MAIDENHEAD**

The Zoom platform is used for public services: 10.00am and occasional evenings on Sunday, weekday Morning and Evening Prayer, and occasionally for funerals or weddings. It is also used on an occasional basis for small group meetings. It should not be used for any confidential meetings.

**Please follow the protocol for hosting and participating in Zoom meetings so that these meetings are secure, and all participants feel comfortable.**

Training will be provided (by one of the Ministry Team) for anyone hosting a service or church group meeting, so that security measures are observed and the safety and comfort of participants ensured.

### **Church Services**

- These are open meetings with recurring links available on the weekly news sheet and on the church website. The exception may be some baptisms, weddings or funerals, for which a log in is given to family / friends.
- Hosts of Morning Prayer/Evening Prayer use the password provided by the vicar.
- The waiting room should be opened once the host is ready (in good time on Sunday mornings).
- A record is kept of Sunday morning participants, and numbers of attendees are entered in the services register for each service.
- If participants are not recognised, the host may attempt to verify their identity, but not remove them unless there is disruption or a security risk to the other participants.
- Participants should identify themselves by name and NOT their phone number.
- Participants should be muted by the host before the service begins and remain muted until the service ends, unless requested to unmute by the host (e.g. to read or say prayers).
- Participants may choose whether they keep their camera on, but should remain off camera if they are interrupted or engaging in another activity during the service. The host may turn off the camera of anyone whose behavior is distracting to others (e.g. not fully engaged).

### **Small Group meetings**

- An invitation to join the meeting will usually be sent out by the host and participants should not share the invitation without the host's permission.
- There may be some open meetings, such as Bible studies, for which the link is on the weekly sheet.
- Participants should usually be requested to give their name as identification.
- The host should admit participants from the waiting room. If the identity of participants cannot be verified the host may remove them from the meeting.
- Guidance on confidentiality should be given by the host before the meeting starts, if required.
- The host may decide to appoint a co-host and give permission for screen sharing.
- Participants should mute themselves unless they are sharing information or requested by the host.
- The chat facility should only be used if requested by the host as part of the meeting and not by attendees to communicate individually in the meeting.
- Participants should respect members of the group by requesting to speak and not interrupting others.

**Further information about using Zoom in churches can be obtained from:**

[How to use Zoom for a church meeting, Bible study, prayer session or small group | The Church of England Zoom-Security-White-Paper.pdf](#)

**PCC approved 4.2.25**