

## **Members' guide to virtual Synod proceedings**

August 2020

To All Members of Synod,

At their meeting in July the Bishop's Council agreed that it was not practicable for Synod to meet in the usual way in October 2020. However, they did agree that it would be helpful for Synod to take place virtually. Synod will therefore meet as scheduled on Saturday 17<sup>th</sup> October using an internet-based meeting platform called Zoom. Prior to the full meeting of Synod, meetings of the House of Clergy and House of Laity will take place on Saturday 3<sup>rd</sup> October, also using Zoom, and it is hoped these will provide an opportunity for members of familiarise themselves with the use of the technology before 17<sup>th</sup> October.

This guidance will help you to navigate through some of the technological and process issues which are involved in meeting in this way.

The Bishop's Council is aware that meeting remotely in this way may be challenging for some members, particularly as this is the first time that Synod members have been asked to do so. We are also aware that members will have varying experience of using online meeting technology and that for some this will be a new experience. Despite these challenges, it is hoped that Synod members will find this a useful and helpful meeting.

Susan Pope  
Diocesan Secretary

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## Section A: Contact List

|                                   |  |
|-----------------------------------|--|
| Zoom support and technical advice | <a href="mailto:ITsupport@stalbans.anglican.org">ITsupport@stalbans.anglican.org</a>   |
| Synodical & Pastoral Officer      | <a href="mailto:SLuckhurst@stalbans.anglican.org">SLuckhurst@stalbans.anglican.org</a> |
| PA to the Diocesan Secretary      | <a href="mailto:diosecpa@stalbans.anglican.org">diosecpa@stalbans.anglican.org</a>     |

## Section B: How Synod proceedings will work

### 1. Introduction

This Guide for Synod members is aimed at helping Synod members navigate their way through a virtual meeting.

- Standing Orders will apply as for meetings in person and are available at: <https://www.stalbans.anglican.org/wp-content/uploads/Standing-Orders-2008-revised-2018.pdf>
- To prevent members from becoming overtired with excessive screen time, there will be a break during the meeting. It is recommended that you disable the video and remain muted, but stay connected during the break.
- Please use the Chat function only to record your name at the start of the meeting, or if you have a technical problem, or problems with the 'raise hand' function (see below) and wish to speak.
- Remember that you and your background will be visible to members of Synod when your video is enabled and it is helpful if you avoid anything which may be a distraction to other members.
- Members are encouraged to report back on proceedings to their Deanery Synods and other deanery meetings in the usual way.

### 2. Electronic voting

Zoom polling will be used when voting is required. During the polling period, a dialogue box will pop up on your screen, and you will be invited to vote (see section C4 below).

### 3. Participation

Members should be muted at all times unless the Chair asks them to speak, in which case they will need to unmute themselves for the duration of their intervention.

Those wishing to speak should use the 'raise hand' function at the appropriate time.

When you are unmuted, please identify yourself as you would normally ie. by name and deanery. As a courtesy to other Synod members, please ensure that if possible your video is enabled when speaking (see section C1 for advice on set up).

## 4. Points of Order

If you wish to raise a Point of Order during the meeting please do this by unmuting your microphone and saying "Point of Order". This will then be dealt with in the usual way. Please note that this should only be used for matters connected with procedure and NOT for technical problems or support.

## 5. Delays and technology failure

During the meeting, it may be necessary for the Chair to call for a short pause, for example in order to seek clarification from the Registrar or Secretary, if a member of the 'virtual platform party' experiences a technology failure or if staff need to rectify a technical fault. Please bear with us if this should happen.

If the entire meeting is suddenly terminated for everyone (due to a technical issue) then members are advised to monitor their emails as we will send out a replacement Zoom invitation as quickly as possible. Please note you will have to use the new Zoom invitation as the original one will have become invalid.

## Section C: Technical advice (please also read Section D - FAQs).

### 1. Technical preparations

Virtual participation will take place over an online meeting system called Zoom. Zoom can be accessed via your internet browser, the computer app or mobile app. You should ideally use a laptop or desktop computer to help ensure better sound and video quality.

Members are asked to test their sound and video before the meeting begins. Keep a distance of less than two feet between yourself and the microphone.

Please do everything you can to minimise background noise (such as silencing phones and turning off electronic alerts etc.) - we realise this won't be possible for everyone and we will try and be as accommodating as possible if there are interruptions from elsewhere.

To enhance your own experience as well as assisting others, consider your video background (as plain as possible), sit face-on to the camera (not sideways), do not have a window or light source behind you, and if you are called to speak ensure you are close enough for those who need to lip read.

However, if you experience issues with your internet connection then you may find that turning your video off (by clicking on the video icon) may help.

### 2. Joining the meeting

- Members will receive the joining details for the virtual meeting on Friday 25<sup>th</sup> September. Members **should not share the meeting link**, to avoid anyone unexpectedly joining and disrupting the meeting.
- Members are asked to type their name in the 'Chat' window on joining the meeting, to create a printable attendance list.

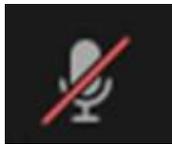
- Members are asked to rename themselves as they join the meeting with the following protocol:
  - Name Surname Deanery**

For example: Peter Adams Luton

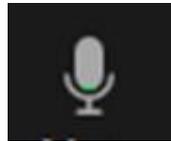
This can be done by opening the participants list, clicking the 'more' button to the right of your name and then clicking rename.



- Members will need to unmute their microphones to speak and mute at all other times by clicking on the icon below:

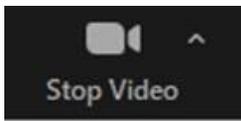


Your microphone is muted



Your microphone is unmuted

- Members will need to enable their video during the joining process or can do so at any point having joined the meeting. If you are not prompted to 'join with video' then you can click on the video icon (see picture below) to start your video.



Video is in operation – click icon to stop

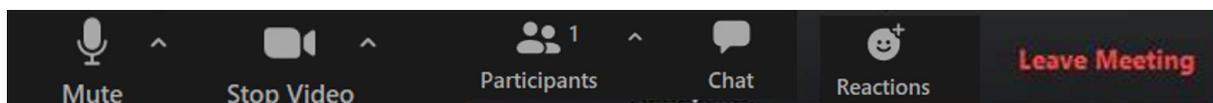
Video is not in operation – click icon to start



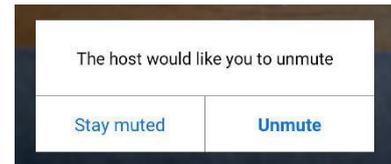
- If you have any issues before or during the meeting, please email IT Support at [ITsupport@stalbandsanglican.org](mailto:ITsupport@stalbandsanglican.org).

### 3. During the meeting

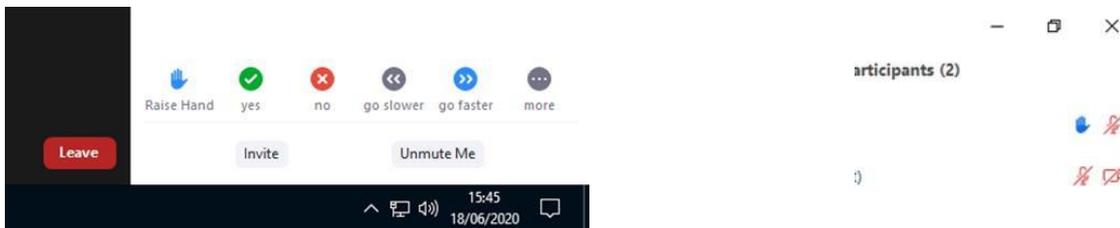
- Once in the meeting, Members will see the panel of controls below at either the bottom or top of their screen.



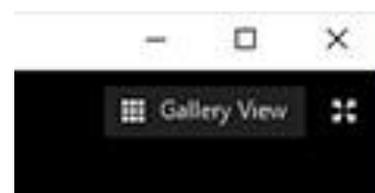
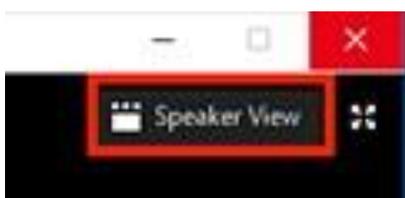
- **Mute** – mute or unmute your microphone. **If you receive a request to unmute, please select unmute to agree to the request.**
- **Stop Video** – start or stop your camera
- **Participants** – view the meeting participants
- **Chat** - Members will not be able to participate in proceedings through the chat function. This will only be used for signing in or if you have a technical problem or problems with the 'raise hand' function.
- **Reactions** – Members are asked not to use the Reaction buttons during proceedings.



- The 'raise hand' function can be found by clicking on 'Participants'. On the right-hand side, underneath the list of participants, you will then see the blue 'raise hand' button which you can click when required. It will then display the blue hand icon next to your name in the list of participants. To note: blue hands will be lowered by the staff team at the end of an item or after each question raised.



- We recommend that you watch in 'speaker view' rather than 'gallery view' as you will see whoever is speaking rather than a large number of small pictures of those in the meeting. To switch between the views, press the button which is usually found in the top right hand corner of your screen (see below) bearing in mind that once you have selected a view, the button will then change to offer you the other option.



## 4. Voting

All voting will be done with Zoom polling. During a vote, a resolution will pop up on your Zoom screen, with the options of yes, no, or abstention. Please click your choice and submit the answers. This is not possible if you are accessing the meeting via phone – if you know that you will need to do this (for example if you have no internet connection) please contact the Diocesan Secretary for advice on how to cast your votes in this case.

## 5. Recording

The Zoom meeting will be recorded to facilitate the completion of Synod reports following the session.

## Section D: Frequently Asked Questions (FAQs)

### **If I accidentally leave the meeting can I re-join?**

Yes, you should be able to re-join by clicking on the link again. If not, go to Zoom.us, click on join a meeting and enter the meeting ID and password (which you can find in the emailed invitation).

### **Do I have to have my video turned on?**

If you are intending to speak it would be a courtesy to all members to have your video turned on so you can be seen. However, if you are having trouble with your internet connection, you may find it helps to turn your video off which may improve things.

### **Why can't I see everyone in the meeting?**

You can only see a maximum of 100 participants on screen in a Zoom meeting – everyone attending is listed in the participants list though (click on participants button to view this).

### **If I need help to access the meeting what do I do?**

If you email [ITsupport@stalbans.anglican.org](mailto:ITsupport@stalbans.anglican.org) we will do our best to respond as quickly as we can.

### **If I put my 'hand up' to speak for one question will it remain up for the rest of them?**

No, staff will 'lower hands' after the chair has called all speakers during an item.

### **Can I use my iPad or other tablet device to access the meeting?**

Yes, though the display will look different from that on a laptop or desktop computer

### **Can I use my mobile phone to access the meeting?**

Yes, though you will get a much-reduced display so we recommend that you don't use a smart phone unless you have no other option.

### **My internet has failed, can I dial in and listen on a phone?**

Yes, you can dial in by landline or mobile phone (the phone numbers will be on the email invitation). However due to the length of the session you may incur considerable costs so please check with your phone provider before making such a call.

### **What is the difference between 'speaker view' and 'gallery view'?**

In speaker view, you see one large picture of whoever is speaking on your screen, whereas in gallery view you can see more (much smaller) pictures and it may not be obvious who is speaking.