



Offering worship by Zoom

Purpose:

This document intends to outline how you could offer worship via Zoom, an online video-conferencing platform.

To find out about Zoom, go to <https://zoom.us/meetings> and click on 'Watch video'. It's important to note that those attending a Zoom service do not need to register for an account to join.

Why this option:

There are many reasons why you may choose to offer live worship via Zoom. It can be done relatively easily from your home or office, and can be accessed by your congregation from their homes. Once we are able to gather in small numbers someone who does not have a computer can go to the home of someone who does. In addition, the cost is minimal: it is **free** for those joining a zoom service, hosting a service of less than 40 minutes duration is **also free**; if a longer service is desired there are people within the diocese who have a zoom account (available for an annual fee of \$250) who can set up the meeting for you.

Zoom has the advantage over other options (pre-recorded or live streaming) in that it can replicate the post service fellowship by the use of breakout rooms, where people can chat with one another in small groups. Zoom also allows a number of people to take an active role in the service, offering prayers, readings, a sermon etc (just like the rosters!). A Zoom service can also be live streamed on your parish's Facebook page, and will then be available for people to watch at a later time. For an example of this, go to the Facebook page of the Anglican Diocese of Waiapu and look for one of the Evening Prayer or Night Prayer services hosted by Bishop Andrew.

Security: the zoom platform used by the Anglican Church in this country is secure. Meetings/ services are encrypted (that's what the little green padlock you can see in the top left-hand corner during a meeting means). Additional security can be provided by requiring people to enter a password before joining the service: if you are going to use this option you need a mechanism for sending people the password, eg by email.



Stage One: An Introduction and simplified process.

- **Schedule your service in the Zoom application for your desired date/time.** The first time you do this, check that the time zone is set to Auckland/Wellington.
 - It's at this stage that you decide if you want to require participants to enter a password before they join.
 - Another thing you may wish to do at this point is to 'enable waiting room': that means that participants wait to be admitted by the host. This may be useful if you are having a meeting where some participants will join later, but it is possibly less useful in the case of a service, as the host will then be clicking the 'admit' button as each person joins: if the host is also the one leading the worship at that point this can be a distraction.
 - If you are using the free version of zoom, the maximum duration for the service will be 40mins, at the end of which the link will end. If you wish for a longer service, ask someone with a zoom licence to schedule the service (try Paul Williamson, Deborah Broome, or Sandra Gifkins).
- **Copy the invitation details to send to your congregation.** This can be via email, or by posting a link onto your parish website or Facebook page. Send this out in plenty of time (say, 2 days before the service.)
- **Arrange the liturgical material you will be using.** This can be as a Word document or power point. (A Word document is the easiest option. A power-point is easier to click through during the service and is great for adding colours, pictures, video clips, music etc.) You may wish to send a word document or a pdf to the congregation ahead of time – some people find this useful. You should send a copy to anyone who is leading part of the service (eg those doing readings or intercessions) so they can see how their section fits in with everything else.
 - For material in *A New Zealand Prayer Book / he Karakia Mihinare o Aotearoa*, go to <http://anglicanprayerbook.nz/>
 - For Scripture readings, go to <https://www.biblegateway.com/> Bible Gateway is a searchable online Bible with around 150 versions, across 50 languages. It's good to include the text of the readings (rather than just the reference) in your liturgy document, so that it can be read from the screen by the person doing the reading (that makes sure they are looking at the camera).
 - For music, see below.



- If there will be a congregational response during the intercessions, include this.
- Assign someone as host. You may wish to assign a second person (ie not the main person leading the liturgy) as co-host and get them to manage participants, or this could all be done by one person.

As the service begins

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- The Host should join the service first. If people are gathering before the service is due to start, this can be a time for informal conversation (just like when we gather in a building). If you are limited to a duration of 40mins however this is less useful, as it risks the service cutting out at the end of that time, whether or not worship has finished.
- As the service begins, the host should share the liturgy document on the screen by clicking the **Share Screen** icon .
- As the service proceeds, scroll down (for Word documents) or advance to next slide (for power-points).
- Ensure that all participants are muted, and allow those with a role in the service (readers, preachers, etc) to unmute themselves. Muting everyone else avoids the whole congregation hearing other noises (dogs barking, phones ringing etc) that happen near the computer of one participant.
- If you are playing a video clip or an audio file, remember that you need to **Share Computer Sound**. You find this button as part of the drop-down menu on the task bar (click on the 3 dots to the right). (If you forget to do this, you will hear the music but no-one else will.)

Post Service fellowship

- After the worship is over, a host with a zoom account can invite those who wish to stay to join a break-out room.
 - Click 'Assign breakout rooms,' tell zoom how many rooms you want, and ask zoom to assign them automatically. Participants will then get randomly assigned to a break-out room and can then talk to one another. (They will need to unmute themselves to do this.)
 - At the end of the service, the host should click 'end meeting for all' - otherwise the meeting will continue with no participants. (Like going home after church, leaving all the lights on.)

Other instructions are available at <https://zoom.us/meeting> in both written and video format https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=f1f20698e4f8ebc3649620634a2ed6d450da5ac7



This gives instructions for both hosting and joining a zoom meeting.

Joining a zoom meeting / service

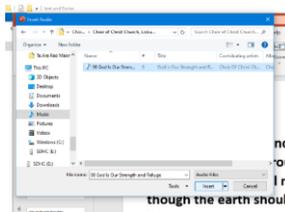
- If you have been sent an email link, simply click on that, and follow the prompts (join with video and computer audio)
- Otherwise go to zoom and click 'join a meeting' and then insert the meeting ID which you will have been sent.

Adding music to a Powerpoint presentation and have the music move across slides.

1. Make sure that the music you want has been downloaded onto your device . If you save the presentation to a USB stick you need to save the music source there as well.
2. Create your presentation with the words you want to sing or view with music behind. Save it. So much easier if you don't have to redo it all.
3. On the first slide you want music go to toolbar at top of screen and click **insert** then **audio** and select **audio on my PC**



4. A browser window will appear on top of the PowerPoint slide. Go to your music file and locate the song or piece of music and click **insert**



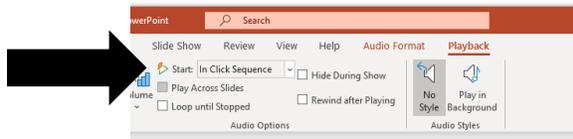
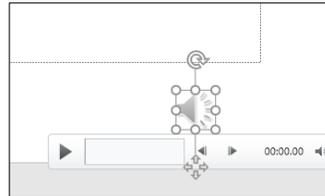


5. Your slide will have the audio icon like this. I move the icon to the bottom of the slide.

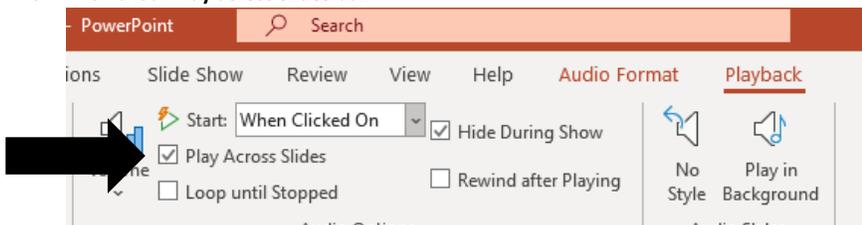
ON tab at top of screen click on **Playback**

Then where it says **In click sequence** a pull down tab allows you to make a choice of when you want the music to play.

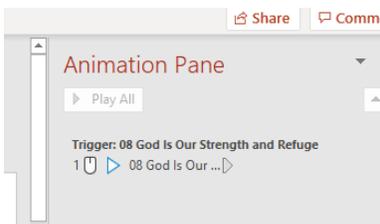
I find it easier to use **when clicked on** as it gives me control.



6. Then check **Play across slides** box



7. Click **Animations** then **animation pane** and a new window appears at the right of the screen





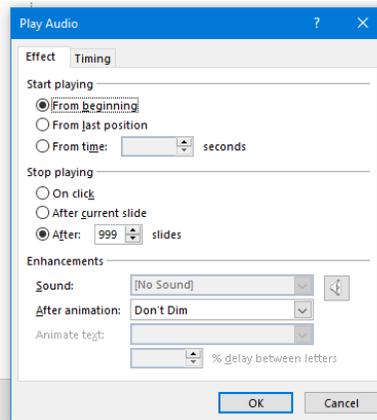
8. Double Click on the words below **Trigger** and another window appears.
you want to make sure under **Start Playing** that the **From Beginning** box is checked and **Stop Playing After** has the number of slides in the song that you want the music to go across.
Then go **OK**

Save it again if not on auto save.

Try it out by testing your slideshow from the slide before and use the arrow on bottom of the slide or on keyboard . When you get to slide with the music icon on click the icon and the music should play. Then when you have gone across the right number of slides it should stop.

Save it again if not on auto save.

Try it out by testing your slideshow from the slide before and use the arrow on bottom of the slide or on keyboard . When you get to slide with the music icon on click the icon and the music should play. Then when you have gone across the right number of slides it should stop.



Stage Two: Streaming your Zoom service on Facebook

If you want to reach a wider audience, you can stream your Zoom service live on Facebook or You-tube.

- At the beginning of your Zoom service, go to the options on the Task Bar (look on the drop-down menu by clicking on the 3 dots to the right).
- Scroll down to the 'Go Live' options and click on the one you want.
- When you select 'Go Live on Facebook' it will ask you which Facebook page you want – this could be your parish's Facebook page, or your own timeline. Choose the one you want and follow the prompts.
- The first time, you will need to set this up beforehand, and familiarise yourself with the system.
- At the end of the service, click on 'End live stream'
- Your live stream onto Facebook will remain there, and will be available for people to watch at a later time. For an example of this, go to the Facebook page of the Anglican Diocese of Waiapu and look for one of the Evening Prayer or Night Prayer services hosted by Bishop Andrew.



Some useful tips to improve the 'production' aspects

Treat every microphone as live and every camera with a light on, as broadcasting and you won't go too far wrong

1. Look at what is behind or around where you are sitting. What can be seen by the viewer behind you? What does this say about the message you are trying to get across? It can be extraordinarily distracting, distracting from your message.

A plain background is best, say curtains or a painted wall. A big cross makes a great statement. (eg Linda King's big cross) Windows with or without light coming through, are a big distraction, and if the sun is coming and going will give uncertain, flickering light.

2. Your head should fill about 75% of the screen There should be about a quarter of the space between the top of your head and the top of the screen. A big closeup where the face fills the whole screen is also OK but can be overpowering especially if you are sharing screens.
3. Light should fall on the face of the person talking, but it shouldn't be direct light. So if you need to light the face, a lamp with a diffused or weakish bulb will do the trick, preferably shining straight onto the face without shadow.

Faces should not be either under or over lit. Light coming through a window can work but it can also be too bright and not constant if the sun is coming and going, and can flicker, even if you can't see it with your naked eye.

4. Clean your camera – run a soft cloth across its lens.
5. Give a bit of thought to what you're wearing. Some colours are better than others in this medium. Stripes and spots are generally not good – some stripes and spots strobe. Experiment, see what suits you best.
6. If you're using zoom, set up a monitor that shows you what is being received by others. It can be another computer or an iPad or phone (phone not recommended, as its too small), eg set up an iPad as a separate 'person' to show you what is being received. This helps not only to see what other people are seeing, but also when you're sharing screens, to know whether the 'share' has been successful or not. You should have the two screens pretty close together, although you won't want to be watching the monitor screen all the time, just an occasional glance to make sure everything is going as you planned.



7. If you're recording on Facebook set up your phone on Facebook just to make sure the Facebook feed is working. Again you won't want to be watching this all the time, but it is helpful to know it is working.
8. Close the door, so the dog, cat, people don't walk in and out 'of shot'. It might seem twee and cute, but it distracts from your message.
9. Use the record function on your computer and have a critical look/listen of yourself. Once you have it in your mind about what works best for you, you won't have to do it so often.

Want some extra help?

Here is a link to the recorded training session that was held recently for the Anglican Church here in Aotearoa New Zealand by Zoom. It was a lively session, with lots of good questions and helpful information. The recording is 45mins, but you can also search in the transcript to skip ahead to areas you are interested in. It covers using Zoom generally, including scheduling meetings and screen sharing.

<https://zoom.us/recording/play/P8uAS5p8W6i9ePMbGFuzVu2GM3BgKQAJy-Fad9rQ9iyGxHw3kPrmk-EFBiZH-aKe?continueMode=true>