The Zoom meeting
A Zoom meeting is an online gathering of 'participants' in a centralised virtual space. A Zoom meeting has a host (and a co-host) who has the ability to add and remove participants from the meetings, mute participants, stop a participant's video feed, control chat settings and the meeting. A participant refers to a single Zoom user, irrespective of the number of people gathered around the computer.

Want to see all the videos in one place?
View the showcase…
Password: citygoupzoom

1. The Zoom meeting login details
City Group leaders are provided with the login details to a church Zoom account and the URL for their City Group meeting.

City Group leaders are asked to abide by the following guidelines:

- Please do not share the password or login details with anyone other than your co-leader.
- Please do not use the zoomhost@, zoomhost2@ , etc. Zoom accounts for any meetings other than for your City Group.
- Request any further meetings to be set up by contacting Joe Ogborn.
- Please do not change the browser-based Zoom settings available at www.zoom.us. Any in-meeting settings can be changed from the meeting control toolbar.
- Please log out of the church Zoom account at the end of your City Group meeting.

Zoom1_Starting a Zoom Meeting

2. Zoom URL
Each City Group meeting has its own unique URL code that is the same for each subsequent week. Please send out the URL only via email through the ChurchSuite platform or via a private WhatsApp group (Please note that you will need members permission before you add them to a City Group WhatsApp group). Please ask group members not to distribute the Zoom invite to anyone who is not in the City Group.

Zoom2_The URL

3. Meeting security
On top of keeping the Zoom meeting invite private, there are two other safety features built into Zoom to prevent unauthorised people joining a meeting.

Meeting can't start until the host is present
This ensures that the Zoom host has full control of people who can access the meeting.

Waiting Rooms

The church Zoom accounts are set up so that participants do not immediately join the main meeting but instead join a Waiting Room and must be admitted by the meeting host.

Zoom3_Waiting Rooms

4. What happens if someone I don't recognise tries to join the City Group Zoom meeting?
In the unlikely event that anyone not connected with your City Group attempts to join your meeting (i.e. they turn up in your Waiting Room), then (a) do not admit them to enter, (b) message the waiting room to ask them who they are and, depending on their response, (c) remove them from the waiting room so they cannot rejoin. Please let Joe know as soon as possible that your meeting URL is no longer private and he will set up a new one for subsequent meetings.

Zoom4_Removing Participants
Zoom5_Let Joe know

5. Chat settings
Chat settings for church Zoom accounts do not allow private chats between individual members but only to 'Everyone' or the 'Host'. This prevents the possibility of private online bullying, teasing, gossip or unsolicited communication. If you are running a Zoom meeting using your own personal account, please update the chat setting to

Zoom6_Chat

6. Co-host
It is encouraged that you make your co-leader a co-host in the Zoom meeting.

Zoom7_Co-leader and co-host

7. Breakout rooms
Breakout rooms offer excellent group functionality for small group discussions and prayer. As a guideline, we suggest that there are no less than three screens or three people (whichever is most appropriate) in a breakout room. Use your discretion to make the breakout rooms meaningful yet safe.

Zoom8_Breakout Rooms

8. Sharing screens and audio
By default, only the Zoom host can share, but should a situation arise to share a screen, the host can grant participants access using the Security button menu. You can change this setting from the Security button. It's not likely that people will need to share screens but there will be some City Groups where screen sharing will be fairly important.

Zoom9_Screen sharing

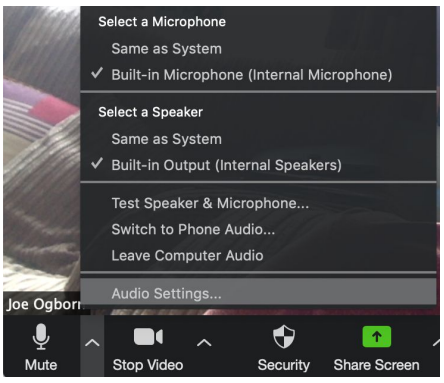
9. Safeguarding considerations when U18s are in your City Group

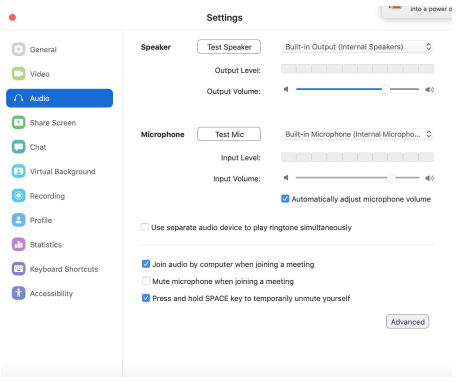
1. An under 18 cannot join in with a City Group unless (i) their carer/parent is on the call with them or (ii) a DBS-checked adult is present in the call at all times. Ideally this DBS-checked adult is the City Group leader, but not necessarily.
2. Parents/carers are notified prior to City Groups starting of the City Group meeting start and end times. The parent will choose where in the house the child is to be when attending.
3. A DBS-checked adult must always be in the same virtual space as an under 18, whether in the main Zoom meeting or a breakout room.
4. A child should not be admitted into the main meeting unless (a) the DBS-checked adult is present and (b) the DBS-checked adult is not the only Zoom participant. Please note two DBS-checked adults (eg. flatmates, spouses) calling from the same computer only count as a single participant.
5. Please do not record a Zoom meeting. Recording has been disabled in the Zoom settings, so this will not be available to you as a host. If you are using your private Zoom account, please ensure that recording is disabled for the City Group meeting.
6. Please end the meeting such that the under 18 is not left as the last of two participants. The easiest way to achieve this is for the Zoom host to end the meeting for all.
7. All City Group members participating in the call need to wear clothes that they would happily wear to an in-person church gathering e.g. no pyjamas.
8. Please avoid calling from a bedroom unless absolutely unavoidable.
9. If you have any safeguarding concerns, please let either Mandy Ormesher (our Safeguarding Coordinator, mormesher@citychurchcambridge.org.uk, 07790 539748) or Heather Waterson (the deputy coordinator for U18s, heather@thewatersons.org, 01223 811098, 07808 401590) know immediately.

Zoom10_Safeguarding

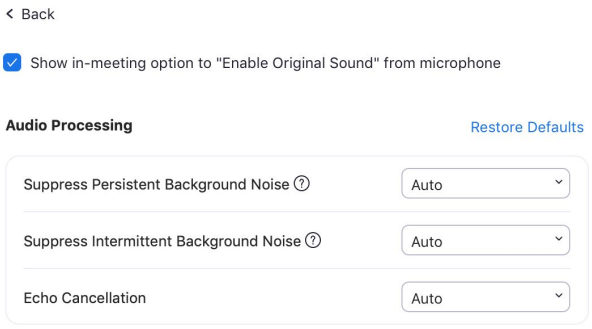
10. Worship music settings

Zoom meeting settings are set to transmit speech rather than music. If you want to have ‘live’ worship in your Zoom meeting, ask the musician to ‘tweak their audio settings. Click the upward arrow to the right of the microphone icon and click audio settings.





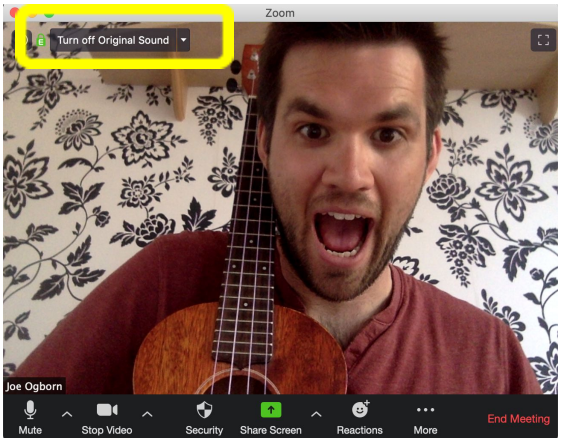
Select ‘Advanced’ in the bottom right hand corner.
Check the box ‘Show in-meeting option to “Enable Original Sound” from microphone.



An arrow in the top left hand corner of the meeting allows them to toggle between ‘Original sound’ and the ‘Processed sound’. When playing music, the musician needs to turn on the original sound.

Speaking

Playing music



Zoom11_Live Music