

# Basic Meeting Agenda

This is the basic AGENDA for conducting a meeting, whether it is a UMW general meeting, executive committee meeting or a committee meeting. Robert’s Rules of Order, Newly Revised, is the reference for this agenda. It is helpful for the secretary to have a copy of the agenda, to assist the president in staying on schedule.

CALL TO ORDER...President gives ONE rap of gavel and says: “The meeting will come to order.”

DEVOTIONAL or INVOCATION...by Spiritual Growth Coordinator  
(Mission Moment, **response** moment)

ATTENDANCE...by the Secretary

MINUTES...President asks Secretary to read the minutes of the previous meeting or the minutes of such and such a date or Secretary presents the minutes as emailed or printed. President calls for “Any corrections to the minutes?” Pause, then “The minutes are approved as read/emailed/printed.” If the minutes have been corrected, then the President says: “The minutes are approved as corrected.” No second, no vote! Minutes should always be signed: “Jane Doe, Secretary.” (DO NOT sign “Respectfully submitted”....this is no longer correct)

CORRESPONDENCE...Secretary reads any correspondence. Motions arising out of the correspondence may be handled at this time instead of repeating it under New Business. President always handles the motions.

TREASURER’S REPORT...After the Treasurer’s Report, the President gives an opportunity for questions and then says: “The Treasurer’s Report will be filed for audit.”

REPORT OF EXECUTIVE COMMITTEE...usually presented by Secretary and is a synopsis of the Executive Committee’s Meeting. Any recommendations of the Executive Committee may be handled at this time rather than repeating under New Business. President always handles any recommendations.

REPORT OF OFFICERS..... Any recommendations from these reports  
REPORT OF COMMITTEE CHAIRS..... may be handled at this time rather than  
REPORTS OF SPECIAL COMMITTEES.. repeating under New Business

UNFINISHED BUSINESS (not OLD business)...Secretary advises President of any Unfinished Business from previous minutes, if President has not already covered it.



# 2020 Mission Today Report

## United Methodist Women

### Western North Carolina Conference

Name of Unit \_\_\_\_\_ District \_\_\_\_\_  
Name of Person Reporting \_\_\_\_\_ Position \_\_\_\_\_  
Phone(s) Include Area Code: Day \_\_\_\_\_ Night \_\_\_\_\_  
Email \_\_\_\_\_

**NEW IN 2020: (Changes are highlighted in yellow.)**

- Mission Today Gold – Complete 10 criteria: 6 with asterisks (\*) and 4 other.\*\***
  - Mission Today Silver - Complete 8 criteria: 4 with asterisks (\*) and 4 other.\*\***
  - Mission Today Bronze - Complete 6 criteria: 4 with asterisks (\*) and 2 other.\*\***
- \*\*Note: "Other" may also include items with asterisks (\*).

**Highlighted items were changed for 2020 due to COVID-19.**

Report activities conducted between January 1-December 31, 2020; Mission Today units will be recognized at Annual Celebrations in 2021.

Please check all the activities your unit completed in 2020 and return this form to your **District President**.

**Putting a check in the blank next to a criteria states that your unit HAS COMPLETED that particular criteria in 2020. If unsure of your giving, you may contact your District Treasurer who has these records on file. Check blank in front of number of criteria completed in 2020:**

**CRITERIA:**

- \_\_\_\_\_ \*1. The Unit will make a Pledge to Mission.
  
- \_\_\_\_\_ \*2. The unit will use the Prayer Calendar at each general meeting or circle meeting of the unit to pray for persons in mission and our mission work with women, children and youth. A new Prayer Calendar is printed each year and may be ordered from the Mission Resource Center.
  
- \_\_\_\_\_ \*3. The unit will use at least two programs from the Program Book during the year. A new Program Book is printed every year and may be ordered from the Mission Resource Center.
  
- \_\_\_\_\_ \*4. The unit or circle will conduct or participate in at least one mission study each year. Contact your district or conference Mission Coordinator for Education & Interpretation to learn what the studies are for each year. (If members of your unit attend the conference Mission u or your District Mission Study and your unit takes an action growing out of the study, Gift to Mission, ministry related to the study, etc., your unit will meet this criteria.)
  
- \_\_\_\_\_ \*5. The unit will have at least two members subscribing to **response** (1 member subscribing with units less than 15 members; Local unit subscription may count as one.) Order information is printed at bottom of page 2. \$24.00 for a one-year print subscription (includes digital subscription); \$20 for a one-year digital only subscription.
  
- \_\_\_\_\_ \*6. The unit will implement the Charter for Racial Justice in at least two ways during the year. Possibilities are:
  - a. Have members read and discuss books and articles about other races and cultures;
  - b. Sponsor or attend an interethnic event between two or more units;
  - c. Intentionally recruit women of other ethnic groups to be members and officers of the unit;
  - d. Use the "Resources for Racial Justice: Tools for UMW Leaders" handbook. (Available on our conference website on the "Downloads Available" page, and on the "Mission Today" page.)
  - e. Write to elected representatives to support legislation affecting issues such as immigration, affirmative action, low-income programs, civil rights, etc.
  
- \_\_\_\_\_ \*7. The unit will have a program and/or complete an action addressing one of the Issue Priorities for 2016-2020. These are 1. Climate Justice; 2. Maternal and Child Health, 3. Criminalization of Communities of Color and Mass Incarceration; and 4. Economic Inequality. Find information at [www.unitedmethodistwomen.org/service-adocacy](http://www.unitedmethodistwomen.org/service-adocacy).
  
- \_\_\_\_\_ \*8. The unit will add at least two new members (one member for units with less than 15 members) to its roll.
  
- \_\_\_\_\_ \*9. The unit will have one program from the Social Principles of the United Methodist Church 2017-2020.

- \_\_\_\_\_ \*10. The unit will contribute to all Five Channels of Mission Giving.
- \_\_\_\_\_ \*11. The UMW Purpose will be recited at each general and/or circle meeting.
- \_\_\_\_\_ \*12. The unit will contribute \$186.90 or more to the Legacy Fund.
- \_\_\_\_\_ 13. At least one member of the unit will attend Mission u and report back to the unit on classes and events they experienced. **Virtual participation qualifies as attending.**
- \_\_\_\_\_ 14. At least two members (one member for units with less than 15 members) will attend the district or conference Annual Celebration and report back to the unit about the event and what they experienced. **Virtual participation qualifies.**
- \_\_\_\_\_ 15. The unit will have at least one person joining the United Methodist Women's Action Network to receive and respond to legislative information at least three (3) times a year. (To join, contact the United Methodist Women Washington Office, 100 Maryland Avenue NE, Room 100, Washington, DC 20002. Phone #: 202-488-5660. Email: [csad@unitedmethodistwomen.com](mailto:csad@unitedmethodistwomen.com) (Attach to Mission Today report the action that was taken and to which issue.)
- \_\_\_\_\_ 16. Members will correspond with five persons listed in the Prayer Calendar at least once a year.
- \_\_\_\_\_ 17. The unit will co-sponsor, with the local church, a Children's Sabbath. (This is a worship service highlighting the needs of children.) The United Methodist Women National Office and the Council of Bishops support this effort.  
Children's Sabbath materials are on our website.
- \_\_\_\_\_ 18. Each unit or circle meeting will include a "**response** Moment" where an item from **response** magazine will be lifted up as a way to tell the mission story.
- \_\_\_\_\_ 19. The unit will sponsor one teen member (ages 12 to 17) and/or one young woman member (ages 18 to 39) to at least one conference event during the year.
- \_\_\_\_\_ 20. At least two members (one member for units with less than 15 members) will attend a district Prayer Breakfast, district Day Apart, conference Spiritual Growth Retreat, or any other special district or conference event other than Ubuntu Day. **Virtual participation in any of these events qualify as attending.**
- \_\_\_\_\_ 21. At least two members (one member for units with less than 15 members) will participate in an Ubuntu Day Event. **Units may develop their own UBUNTU event in their communities. If checked, explain what you did at bottom of page.**
- \_\_\_\_\_ 22. At least two members (one member for units with less than 15 members) will complete Plan 1 of the Reading Program and give a report to the unit on one of the books read.
- \_\_\_\_\_ 23. The unit will invite a district or conference officer, other than a member of the unit, to one of the unit meetings during the year and/or for their United Methodist Women's Sunday. This Qualifies as a Local Unit Visit (LUV).
- \_\_\_\_\_ 24. The unit will add one new teen (ages 12 to 17) and/or one young woman (ages 18 to 39) circle during the year, or one new teen member (ages 12 to 17) or one new young woman member (ages 18 to 39) during the year.
- \_\_\_\_\_ 25. 100% of the unit's active members will make a gift of at least \$18.69 to the Legacy Fund.
- \_\_\_\_\_ 26. The 2020 Conference Financial Goal is: To increase unit pledge giving by at least \$5.00 per member. The unit will help accomplish the goal by increasing giving in this channel by at least \$5.00 per member over 2019.
- \_\_\_\_\_ 27. Each unit will be responsible for supporting at least one local mission project and participate in one Conference Hands-on Mission Project during the year. The local project should be listed on your Mission Today report.
- 

**List Local Project(s) here: You may attach an additional page if necessary.**

## Yadkin Valley DISTRICT UNITED METHODIST WOMEN 2020 Mission Study Report

Unit Name \_\_\_\_\_

Report Completed by \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Office in UMW \_\_\_\_\_

### **Mission u**

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<b>Name of Study</b>	<b># Attended</b>
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“Finding Peace in an Anxious World”, Virtual Event Held October 26-29 (Must have attended all 4 1-hour sessions)	_____
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### **District Mission Study**

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Women United for Change, 150 Years in Mission	_____
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### **(Local) Sub-Groups, Circles, Fellowship Reports \***

<b>Name of study</b>	<b># Attended</b>	<b>#Hours</b>
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_____	_____	_____
_____	_____	_____

### **Children or Youth Mission Study Report\***

<b>Name of study</b>	<b># Attended</b>	<b>#Hours</b>
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_____	_____	_____
_____	_____	_____

***\*Remember that to count as a Mission Study, programs must be National Mission Study Topics and be a minimum of 4 hours.***

# Yadkin Valley District United Methodist Women

## 2020 READING PROGRAM REPORT

Name of Local Unit/City: \_\_\_\_\_

Total Unit Membership \_\_\_\_\_

NAME of PERSON READING	Participants PLAN I	Participants PLAN II	Participants PLAN III	Participants PLAN IV	Participants CHILDREN
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
<b>Total Number of Readers in each Plan</b>					

## Yadkin Valley District United Methodist Women 2020 Membership Form

Please review and complete the information below regarding membership in your unit. This form must be returned to me by **December 5, 2020. Make a copy for your files and mail original along with all end of year reports to:**

Martha Isenberg, 5580 Rozianna Dr. Winston-Salem, NC 27106

Church/Unit Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

Unit President First and Last Name: \_\_\_\_\_

Unit President's Phone and email: \_\_\_\_\_

Number of members (as of 1/1/2020)	
Number of New members added this year	
Number of Members lost by death or other reasons	
Final number of Members (as of 12/1/2020)	

Name of person reporting this data: \_\_\_\_\_

Position of person reporting the data: \_\_\_\_\_

Phone and email: \_\_\_\_\_

How can your District or Conference leadership support you in your efforts during 2021?

BELOW, PLEASE LIST THE NAMES OF ANY UMW MEMBERS WHO DIED IN 2020:



**UNITED METHODIST WOMEN  
WESTERN NORTH CAROLINA CONFERENCE**

RECOMMENDATION TO THE **DISTRICT** COMMITTEE ON NOMINATIONS

I recommend:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Age: \_\_\_\_\_ 20's \_\_\_\_\_ 30's \_\_\_\_\_ 40's \_\_\_\_\_ 50's \_\_\_\_\_ 60's \_\_\_\_\_ 70's \_\_\_\_\_

Race/Ethnicity \_\_\_\_\_ Employed: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Why I think you should consider this person (attach extra sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

District UMW Position (s) I would recommend this for:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Return to: Debra Lawson  
103 Bracken Lane  
King, NC 27021  
336-969-1969

**Yadkin Valley District United Methodist  
Women**

**2021 LOCAL UNIT OFFICERS**

Unit Name \_\_\_\_\_ Submitted by: \_\_\_\_\_

Church Address: \_\_\_\_\_ Church Phone: \_\_\_\_\_

Church City: \_\_\_\_\_ Church Zip: \_\_\_\_\_

**(Remember that the only required positions are those in bold:  
President, Secretary, Treasurer and Chair of Nominations)**

<b>Office</b>	<b>Name</b>	<b>Address</b>	<b>Zip</b>	<b>Phone</b>	<b>Email</b>
<b>President</b>					
Vice President					
<b>Secretary</b>					
<b>Treasurer</b>					
<b>Nominations Chair</b>					
Spiritual Growth					
Mission Education & Interpretation					
Social Action					

Office	Name	Address	Zip	Phone	Email
Membership Nurture & Outreach					
Program Resources					
Communications					
Historian					
Parliamentarian					
Circle Chair					
Circle Chair					
Circle Chair					
Circle Chair					
Circle Chair					
Pastor					

**Mission Education and Interpretation  
Training for Local Unit Coordinators  
Yadkin Valley District  
United Methodist Women**

**Duties of Local Unit MEI Coordinator:**

- Use *response*
- Use Prayer calendar
- Encourage Mission Giving
- Encourage your unit to become a Mission Today unit
- Promote the Legacy Fund
- Encourage your unit to participate in all 5 Channels of Giving
- Encourage use of Gift to Mission and Gift in Memory Cards
- Lead your unit in Hands-On Mission Projects
- Encourage participation in the District Mission Study
- Encourage participation in Mission u
- Encourage participation in District and Conference Events
- Report your local unit Mission activities to your District MEI Coordinator

Please contact me with any questions or success stories.

**Cathy Smith  
MEI Coordinator, YVDUMW  
146 Brencomb Drive  
Winston-Salem, NC 27107  
336-413-1415  
[mamacat@mindspring.com](mailto:mamacat@mindspring.com)**



## Yadkin Valley District United Methodist Women 2020 JUSTICE TODAY REPORT

*(Charter for Racial Justice)*

Unit/City \_\_\_\_\_ Submitted by: \_\_\_\_\_

### Unit Status

- \_\_\_ **Gold Unit** having completed 6 or more of the following actions
- \_\_\_ **Silver Unit** having completed 4 or more of the following actions
- \_\_\_ **Bronze Unit** having completed 2 or more of the following actions

### Unit Programming

- \_\_\_ Devoted a meeting to studying and discussing the Charter for Racial Justice Policies
- \_\_\_ Used a program on racial justice/human rights from the UMW Program Book and/or “Resources for Racial Justice: Tools for UMW Leaders” handbook
- \_\_\_ Participated in a bible study on racism
- \_\_\_ Watched the video “Charter for Racial Justice”, copy available in each District. (study guide available)
- \_\_\_ Gave a book report on a Reading Program book selected from the Social Action area
- \_\_\_ Invited an International guest to come and speak about their home country
- \_\_\_ Regularly shared local newspaper articles relating to racism (both positive and negative)
- \_\_\_ Regularly shared articles from response and New World Outlook relating to racism

### Unit Enrichment:

- \_\_\_ Displayed Charter for Racial Justice Polices AND lifted up at least one issue at each unit meeting
- \_\_\_ Supplied each member with a copy of the Charter for Racial Justice Policies
- \_\_\_ Purchased and discussed two UMW Reading Program books about a different culture or written by someone of a different racial or ethnic background
- \_\_\_ Participated in a qualifying UMW Social Action Mission Study
- \_\_\_ Studied in-depth a particular issue relating to the Charter for Racial Justice Policies, i.e., racism, immigration rights, voting rights, racial/ethnic profiling
- \_\_\_ Attended as a unit OR an individual gave a report to the unit about the experience of attendance to a music program, theatre performance by person(s) of a different culture, race or ethnic background

### Beyond the Local Unit:

- \_\_\_ Gave a Special Mission Recognition pin to someone who works to promote racial justice
- \_\_\_ Sent one (1) member to Mission U to take the social action study
- \_\_\_ Held a postcard writing party encouraging legislation favorable to the economically deprived or challenged
- \_\_\_ Experienced worship with a church of an ethnic background different from your own.
- \_\_\_ Hosted an international tasting party, cultural fair or other event
- \_\_\_ Planned a worship experience for your unit or church with an emphasis on racial justice, i.e., UMW Sunday

# How to Host a Simple, Live Virtual Event Using Zoom



## United Methodist Women Virtual Training Guidelines



**There comes a time when God gives us the opportunity to walk through new doors and reenvision the future by expanding and deepening our connection with each other.**



IMAGINE including 300–1,000 women in live virtual events that previously could only be attended by 50–200.

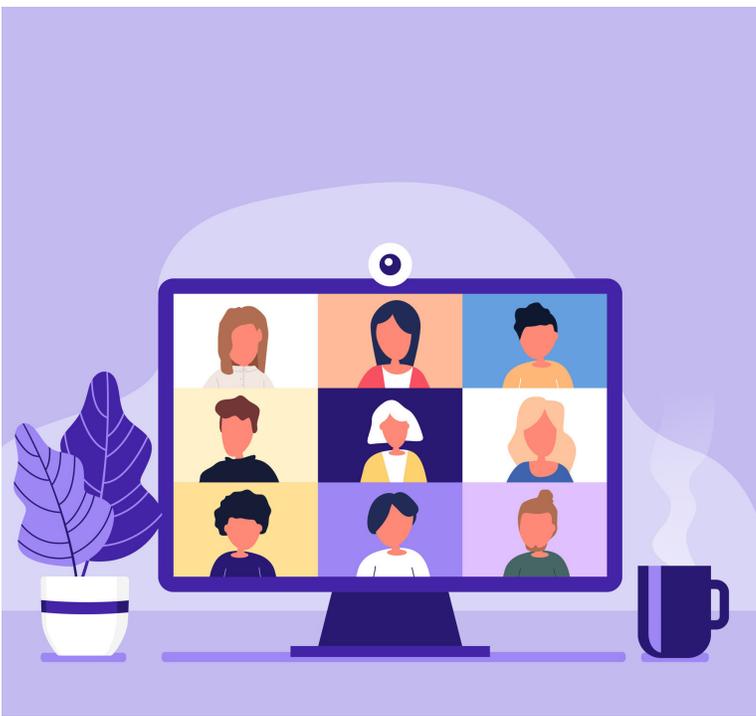
IMAGINE dramatically decreasing registration costs and expenses by eliminating transportation, accommodations and catering costs.

IMAGINE putting our commitment to climate justice into action by reducing carbon emissions because thousands of women are not traveling to our events.

IMAGINE creating deeper, direct relationships between local units, districts, conferences and the National Office through shared digital connections.

During this time when meeting in person might be unsafe, connecting our members through live virtual events is becoming possible as God calls us to move mission work into the 21st century.

**How can I set up and execute a live virtual event?  
*Remember—keep it simple and practice, practice, practice!***



zoom

Join a Meeting

Sign In

## VIRTUAL MEETING PLATFORMS

You may be aware of several available virtual meeting platforms. We recommend Zoom because it's easy to use, allows many participants, and offers advanced features. Google Hangouts is another option that is free to anyone with a Google account, but it doesn't have some of the added features that Zoom offers.

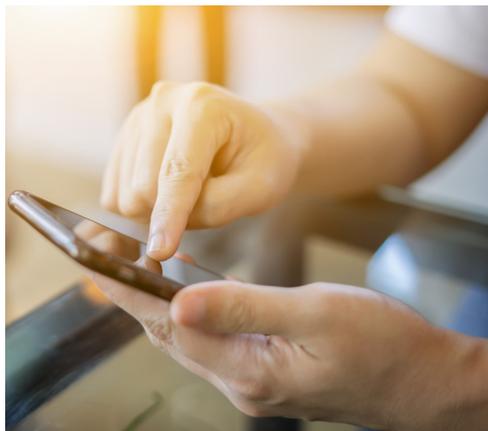
Below, you will find guidance on setting up and running Zoom meetings specifically.

### WHAT IS ZOOM?

Zoom ([zoom.us](https://zoom.us)) is a communications technology company that provides videotelephony and online chat services through a cloud-based, peer-to-peer software platform. It can be used for teleconferencing, telecommuting, distance education and socializing.

#### *What Devices Can I Use?*

A device (laptop, desktop, smartphone, or tablet) with an internet connection and a working camera and microphone is necessary to fully participate.



## ZOOM SETUP

A Zoom account is required for hosting (setting up and running) a meeting. Users do not need a Zoom account to attend a meeting, but all participants must have either downloaded the Zoom software (desktop or laptop) or app (mobile device).

! You must have an email address to set up your account.



**TIP** Visit [youtube.com/watch?v=a2FZD1d\\_yFQ](https://www.youtube.com/watch?v=a2FZD1d_yFQ) for a video from United Methodist Communications with tips on getting started with Zoom for worship and small groups.

A video player interface showing a video titled "GETTING STARTED WITH ZOOM FOR WORSHIP AND SMALL GROUPS". The video content features a woman in the foreground and a man in the background. The video player includes a progress bar at the bottom showing 0:06 / 45:54, a volume icon, and a play button. The video player also displays the United Methodist Communications logo and the text "Provided by United Methodist Communications" and "Presented by: Danny Mai - Chief Operations Officer, Matt Crum - Senior Solutions Architect, Shelia Mayfield - Director of Global Communications, Development". The video player is set against a dark background.

**GETTING STARTED WITH ZOOM FOR WORSHIP AND SMALL GROUPS**

COMMUNICATIONS  
United Methodist Communications  
THE UNITED METHODIST CHURCH

Provided by United Methodist Communications  
Presented by:  
Danny Mai - Chief Operations Officer  
Matt Crum - Senior Solutions Architect  
Shelia Mayfield - Director of Global Communications, Development

For more help, reach out to [technicalsupport@umc.org](mailto:technicalsupport@umc.org)

0:06 / 45:54

Courtesy of UM Communications

## An Important Note About Credits and Copyright Permissions

United Methodist Women understands and acknowledges that the way we are conducting our meetings has fundamentally changed as a result of the coronavirus pandemic. To help our members, UMW provides the following permissions and guidelines for the use of written and music content for virtual meetings, including the broadcasting, streaming or recording of such meetings, which may take place on both live streaming platforms such as Facebook Live, YouTube, etc. and virtual meeting platforms such as Zoom, WebEx, etc.

### PERMISSIONS



#### **UMW Owned Content (print, digital, and video)**

For your upcoming meetings and events in 2020 and 2021, you have permission to use UMW written or created content from: Program Book, Prayer Calendar, Mission Studies, web articles, **response** magazine, UMW videos, etc. Please check the copyright notice, usually found toward the beginning of the publication or video. Please be aware that UMW resources may contain copyrighted works owned by another party, whose permission may also be required.



#### **Music**

Music licenses have been secured from OneLicense and CCLI (Christian Church Copyright License) groups. These licenses are in place through August 1, 2021. You can **ONLY** use music covered by these licensing groups for your annual meetings, unless you obtain separate permissions or the works are in the public domain.

For example, songs in the following books are covered under these licenses:

*United Methodist Hymnal*  
*The Faith We Sing*  
*For Everyone Born: Global Songs*  
*Global Praise #1,2, and 3*  
*Worship and Song*  
*Zion Still Sings*  
*Tenemos Esperanza*

### CREDITS

As you plan and prepare for a virtual meeting please keep in mind: During any virtual event, recorded or not, all slides and documents using lyrics, poems, excerpts, songs, films, artwork and other publications must be properly credited. For UMW resources, please include the following notice in your credits:

“© United Methodist Women. All rights reserved. Used by permission.”



## STEP 1:

### Purchase Your Account

*Which account is right for you?*

- **Basic (free)** Zoom plans can host unlimited meetings of any length, but only for two participants at a time. Once a third participant joins, Basic Zoom accounts support meetings of up to 40 minutes.
- **Zoom Pro** is the least expensive paid plan and allows unlimited meetings for up to 100 participants and nine hosts. (Having multiple hosts in a meeting can be helpful for using features like breakout rooms.)
- Each additional upgrade (to Zoom **Business** or **Enterprise**) allows for more participants and hosts, as well as some additional features.

Features such as polls, breakout rooms, chat boxes and screen sharing are available with any level plan. We suggest purchasing the least expensive plan to accommodate the maximum number of participants you anticipate.

**Plans and Pricing for Your Zoom Meetings:** [zoom.us/pricing](https://zoom.us/pricing)



## STEP 2:

### Become trained in Zoom

Zoom has a comprehensive support site offering video tutorials, support topics and live trainings.

**We recommend you complete the Zoom trainings.**

Visit [support.zoom.us](https://support.zoom.us) to get started. This will help you to learn the basics and maximize your experience. Consider registering for live trainings or accessing recent recordings.

**Here are some helpful links:**

**Getting Started:** [support.zoom.us/hc/en-us/categories/200101697](https://support.zoom.us/hc/en-us/categories/200101697)

**Frequently Asked Questions:** [support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions](https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions)

**Top 20 Zoom Resources:** [support.zoom.us/hc/en-us/articles/360042982391](https://support.zoom.us/hc/en-us/articles/360042982391)

**Joining a Meeting:** [support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting](https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting)



If you are struggling, **ASK FOR HELP.**  
Feel free to call the Zoom support hotline: 1.888.799.9666.



## STEP 3: Set Up a Meeting and Practice

### *Practice for Beginners*

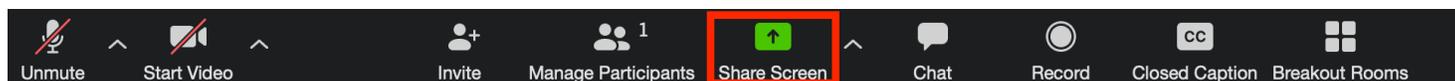
Now that you have gotten started and watched some basic tutorials, it's time to practice! Start by inviting a few participants to your first meeting so they can help you test out the basic controls. The goal is to get comfortable with basic Zoom functions and begin to feel at ease. Practice this more than once, possibly by using Zoom to connect with friends and family.

1. Download the Zoom app to your laptop, desktop, tablet or smartphone.
2. Schedule your first meeting.
3. Send the meeting link to participants.
4. Launch Zoom at the designated time or a little earlier.
5. Practice the following during the meeting:
  - a. Muting and unmuting yourself.
  - b. Muting and unmuting other participants.
  - c. Starting and stopping your video.
  - d. Changing the video layout (active speaker vs. gallery view).
  - e. Using the chat box.
  - f. Sharing your screen.

*Note: You can access many of these functions by using the tool bar below, which is located in your Zoom window.*



*Using the chat box.*



*Sharing your screen*

## *Practice for Intermediate Users*

Now that you have had a few basic Zoom meetings, it's time to practice some of the more sophisticated features of Zoom. This will take a bit more planning and scheduling. You will need to invite a few more participants to fully practice these features (approximately six people).

### **Practice the following:**

- **Setting up a Zoom poll:** [support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings)  
Before the meeting, draft at least five to six trivia questions or poll questions (perhaps on United Methodist Women history or another fun topic) and set them up within the Zoom app or software before the meeting starts. During the meeting, launch these polls and have the participants answer. Show them the results on-screen after everyone has answered.
- **Using breakout rooms:** [support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms](https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms)  
A fun way to practice the breakout feature is by grouping participants into teams. Draft a few discussion questions in Microsoft Word or Google Docs to share on your screen with the full group of meeting participants. Divide participants into teams of two or three and send them into breakout rooms to discuss their answers. To do this, you can either manually assign teams in advance or you can have Zoom automatically assign participants into a predetermined number of breakout rooms. After the allotted time, reconvene and share answers.



## *Practice for Advanced Users*

By now you are feeling more comfortable in Zoom and ready to test out a few additional options available to you.

### **Practice the following:**

- **Using the waiting room:** [support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room](https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room)  
Practice admitting people into your meeting one at a time. Before setting up your meeting, make sure the waiting room feature is enabled under the Settings section of your account. At the start of meeting, check the waiting room to see who is waiting to be admitted. Admit them one by one. This feature allows the meeting host to control when a participant joins the meeting.
- **Sharing the whiteboard:** [support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard](https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard)  
The whiteboard is an option under the “Share Screen” tab. Click on “Share Screen” and you will see a window called “Whiteboard” appear. Once you select this window you will be able to use the app’s annotation tool. This is great for group collaborations, brainstorming and collective learning. Have participants take turns drawing and adding to the white board.

## **Additional Ideas:**

### **Remember to start small and keep it simple**

1. Start with the Basic (free) version while you practice. This will allow you to host meetings up to 40 minutes long.
2. Your practice meetings can be a mix of Zoom novices as well as seasoned hosts—a small group of close friends and colleagues learning together.
3. Practice with your leadership team first—this summer, practice using Zoom to conduct your team and district meetings. The more all leaders are familiar with virtual meetings, the better.
4. Zoom meetings are designed to be collaborative events, allowing all participants to share their screens, turn on their video and audio, and see who else is in attendance—but as host, it is your privilege and responsibility to maintain a group dynamic with minimal unnecessary disruptions. Practice enabling and disabling features, including exercising the “mute all” option.
5. Host a book study group with our Reading Program books. A study group can be a wonderful opportunity to practice using breakout rooms, as you can split participants into smaller groups for deep-dive discussions.
6. Run a simple game night. For example, Zoom charades is a fun way to get a little silly in the privacy of your own homes.
7. Set up a teatime or happy hour with friends. Socializing without an agenda is crucial for our mental health and emotional well-being, particularly during times of social distancing.

## **A FINAL NOTE**

With change comes opportunity. God has given us an opportunity to connect beyond District and Conference borders—but with this opportunity, we must learn and adapt. The key to becoming comfortable with any new technology is to practice over time. We hope this training resource will provide the support you need to get started. Make sure to keep it simple at first and practice often. Don't feel as though you have to get it right immediately. Be patient with yourself (and others) and know that the learning will come in stages. Also, be sure to have fun! Remember, this is a new opportunity for connection.



# If It Is Not Possible to Have a Face-to-Face Program

Accompanying Resource:  
United Methodist Women Program Book  
2020–2021: *Knitted Together for God's Good Work*



There are times when gathering in person is not possible, whether it be due to illness, transportation issues or distance. Technology offers wonderful solutions to help us to continue our fellowship even in trying times.

There are several videoconferencing platforms available. Two of the more popular options are described below. An internet connection and a working camera and microphone on your device is necessary to fully participate. These platforms allow you to share your screen, making it possible for everyone to view documents and PowerPoint slides and additional videos together.

## WHAT IS ZOOM?

Zoom ([zoom.us](https://zoom.us)) allows anyone with an internet connection (phone, computer, tablet) to join in a videoconference. Zoom has free as well as paid options depending on your meeting needs.

**TIP** This video is a quick overview from Zoom on how to get started: [youtu.be/qsy2Ph6kSf8](https://youtu.be/qsy2Ph6kSf8).  
And here is a video from United Methodist Communications on getting started with Zoom for worship and small groups: [youtube.com/watch?v=a2FZD1d\\_yFQ](https://youtube.com/watch?v=a2FZD1d_yFQ).

## GOOGLE MEET

Google Meet is free videoconference software similar to Zoom. All participants need a Google account to participate.

**TIP** This video provides a brief guide to the Google Meet platform: [youtu.be/J\\_ywOjB1c4Q](https://youtu.be/J_ywOjB1c4Q).

## Considerations:

- Allow time for individuals to sign on and become familiar with the platform. You might want to have a test meeting to allow everyone to sign on for a casual chat before your first program.
- Welcome people as they join the call. It takes a few seconds from the time they join to the time their audio begins to work.
- Ask multiple people to be involved in the program so all feel included and engaged.
- Be available via text, phone or other form of communication for those who are struggling to access the meeting—especially before your first few meetings on the platform.
- Recording your meeting is an option so that those who cannot attend can watch the material at a later time. You can upload the recording to YouTube and share the link for easy access. (See “Recorded Meetings,” opposite.)
- Meeting facilitators can mute all participants during portions of the meeting when just one leader needs to be heard to eliminate background noise.
- Give time for people to socialize even though you are online. It is different in that only one person can speak at a time, so it will take some getting used to.

## How to Adapt Programs

It will take some creativity to adapt the monthly programs to online meetings, but it can be done! The following are some ideas:

- Allow extra time at the beginning of the meeting for everyone to get online and greet one another.
- Invite participants to show and share items from their home for the worship table or altar to create a virtual altar.

- Ask different individuals to read the prayer, Scripture and litanies.
- Use YouTube recordings of songs to help lead singing and worship. You can share your screen to show the video. (Practice this ahead of time with a small group to see how it works.)
- Send a list of needed materials and instructions ahead of time (or mail them) for activities, so that each member can do them individually and perhaps ahead of the meeting and be ready for discussion.
- Explore Zoom breakout rooms as a way to have small group discussions during your session. Check out: [unitedmethodistwomen.org/Media/PDF/HowToHostVirtualEvent.pdf](https://unitedmethodistwomen.org/Media/PDF/HowToHostVirtualEvent.pdf).
- Set up PowerPoint slides for reading materials and discussion questions during the meeting.

*You can share your screen and show the slides from your computer.*

## Recorded Meetings

If you are recording the meeting, be sure participants know, as it may change what they choose to share (and wear!) during the session. A recording is a large file, and you may wish to upload it to YouTube to more easily share it with those not present. If you upload it as an unlisted video anyone who has the link can easily view and share it with someone else, but it would not be searchable. To limit circulation, you can also mark the video as private. When a video is private, it can only be seen by an approved list of people and the link may not be shared.

Carefully consider if the information shared in the meeting should be shared with an audience outside of those present. Also, you may choose only to record a portion of your gathering.