

Appendix O: Virtual Ministry Guidelines

- No committee meetings that invite children/youth are to be done using any non-church approved zoom accounts.

All virtual ministry will be conducted according to the “Child & Youth Safety Policies and Procedures” including:

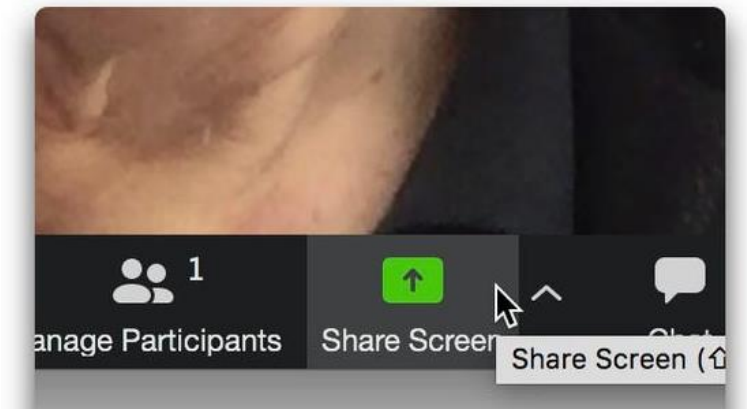
- Best practice of the church is two Approved Volunteers “present” online (page 5)
- All volunteers working with and providing guidance to children/youth must exhibit appropriate behavior (page 5)

- Features on Zoom to ensure safety when setting up and leading meetings:

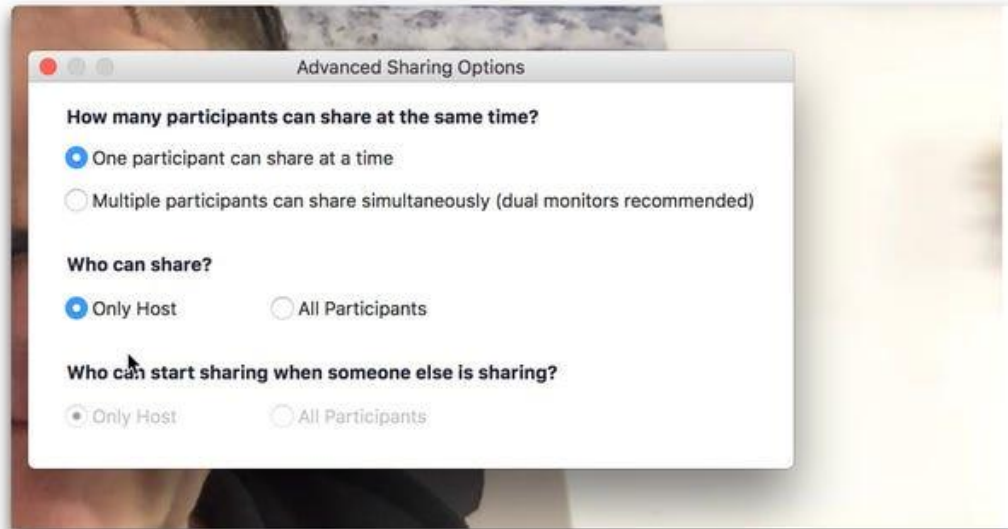
1. **Meeting Invite:** At the top of the screen where you go to get the link, instead jot down the meeting ID, which is noted in the middle, and the password, at the bottom right. Put those in an e-mail with a personal note, to make your guests feel a lot better about the security of this meeting. They can either go to <http://www.zoom.us> to log into the meeting or open the app.

2. **Adjust Screen share options:**

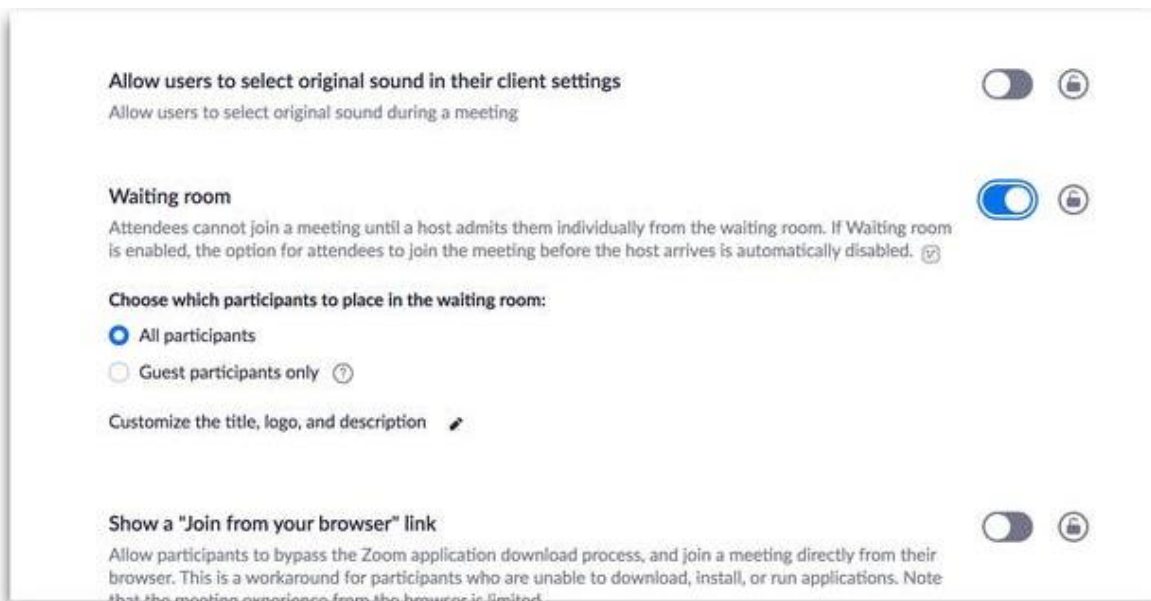
Host Should adjust screen share options. On the general Zoom settings app window, there is an option for screen sharing. Click it and select Advanced settings. There you instruct Zoom to only let the Host share the screen. And now your major privacy issue has been solved.



3. Use Waiting Rooms - This is the most hidden, secret security feature in Zoom. Get out your



searchlight to find it. What it does it let the host prescreen the guests before the meeting starts for an extra layer of security. To get there, go to your master account settings, (under "My Account" at the top right of the main screen), click Settings, go to the Meetings tab and scroll all the way to the bottom, where you will find the Waiting Room options. Once clicked, this will be the default on all your meetings.



4. Participants should be muted and their video will be on when they join the main room.
5. One-on-one messaging between participants should be disabled.
6. Do not record the meetings.
7. For children's ministry and youth ministry, parents are encouraged to be in the room or nearby. To address behavioral or other issues, adult leaders will offer reminders to all participants about appropriate behavior. If needed, leader will contact parent of child or youth to encourage parent to guide and redirect their child. The waiting room can be used if a participant needs time away from the rest of the group and the parent will be contacted.