

Advice on holding Virtual Church Meetings during lockdown 2020

The Governance of a Congregational Church is focussed around the church meeting under the guidance of the Holy Spirit.

Under lockdown when meetings can't take place as normal holding a virtual meeting could be option for you.

We have a recorded zoom meeting discussing and sharing ideas for virtual meetings which works alongside this document.

Here are some helpful tips

- Prepare as much beforehand as possible and use the polling facility for recommendations or proposals. Include agree, disagree and abstain
- Use the software facilities for example the hands up reaction when people want to speak
- One hour is enough time for an online meeting
- Nominate someone to host the meeting different from the chair
- Make sure everyone uses an appropriate name on their profile
- Send out guidelines/instructions before hand relating to safeguarding including wearing appropriate clothing
- It is difficult to hold a discussion with more than 7 people so think about more organised debates using breakout rooms or nominate a small group to discuss and share findings at the next meeting
- If you have a paid zoom account people without internet access can still join via a telephone – they would just need a method to be arranged in how they input
- Telephone conferences are also a good way to hold meetings so everyone is able to share – there are lots of free ways to do this