

# Best Practices for ZOOM

We want everyone to feel welcome and empowered to participate in Zoom meetings offered by our conference and churches. Here are some “Best Practices” to help everyone enjoy these times of fellowship.

*-Your Penn Central Conference Staff*

## **1. Join however you can!**

The rule of thumb behind any of these best practices is to **minimize distractions**. We are a diverse community with diverse needs. Whether you’re calling in, using your phone camera while sitting on your couch, or sitting in your work space, we want you to join us!

## **2. Mute your microphone when you’re not speaking.**

Background noise is distracting. Small things that don’t occur to us such as typing, a cell phone vibrating on a table, or music playing in another room can be picked up on by our microphones and distract other participants.

## **3. Use a tight camera shot.**

Just like background noise, background visuals can be a distraction. We all have busy lives and some of the greatest moments on Zoom calls can happen when those lives show up! But doing our best to minimize the visuals of what might be happening around us reduces distractions for everyone and allows us to focus on one another.

## **4. Use the tools available!**

Many of us are learning about Zoom for the first time. The **chat** feature allows you to type something you’d like to share with the group, or to message one person individually. Particularly in larger groups, tools like the **raise hand** button can be particularly useful.

## **5. Extend the love and grace of Christ.**

We’re all learning together. We’re not always going to get it right, and there is beauty in that. Be present for one another. Interact with grace. Remember that although we are physically distanced, these are sacred times in which we are coming together in the Spirit of Christ.

FOR WHERE TWO OR THREE ARE  
GATHERED TOGETHER IN MY NAME  
*There I am in the midst of them.*  
MATTHEW 18:20