

## **Greetings Members and Friends of the Congregational Church of Topsfield!**

We are writing to let you know that starting this Sunday, March 22nd, 2020 our church will be gathering for an online worship service at our regular time of 9:30am using an application called Zoom.

Here is the link to the service:

<https://us04web.zoom.us/j/668762206?pwd=N3ExbFg0Qks5RjIyTDBBYXVVS3lNUT09>

Meeting ID for worship: 668 762 206

Password for worship: 998908

Zoom is mostly used for video conference calls among co-workers, but is being used by many churches now for online worship and other online church gatherings around the globe. Unlike streaming video, Zoom offers the possibility of collaboration and interaction as we worship and gather together in this new way. We can also use Zoom for church board meetings, small groups, youth group meetings and other gatherings in the coming weeks as we continue to support one another in faith as God's people.

**It is easy to use, following the links we will send out and reviewing the instructions below.** However, if figuring out how to join the online meeting feels to difficult for you right now, you can call this phone number (929) 205-6099 and enter the meeting ID number 668 762 206 to listen in on the worship service from any phone.

**If we encounter a technical glitch or the Wi-Fi goes down temporarily, STAY CONNECTED TO THE MEETING and know that we will be working on our to resolve the technical issue.**

We look forward to seeing you in online worship!

### **Zoom Meeting Basics**

#### **Joining a Zoom Gathering:**

- The link and meeting ID for each gathering is unique, though we have just scheduled worship for several consecutive Sundays using the same meeting ID, password and one-tap mobile phone number as follows:

<https://us04web.zoom.us/j/668762206?pwd=N3ExbFg0Qks5RjIyTDBBYXVVS3lNUT09>

Meeting ID for worship: 668 762 206

Password for worship: 998908

(The link above is what you find as a hyperlink in the email sent out each week by the church office, but in case you want to find it quickly, you can cut and paste this link into your browser for every Sunday service. Different links will be sent out for each different type of online church gathering.)

- If this link for worship changes, we will let you know. We will re-send the link to everyone each week in any case.
- **If you are joining by computer, tablet, or smartphone, simply click on the link.** If you've never used Zoom before, you may need to download it (it's an application or App) and

give it permission to use your camera. If you don't have a camera on your computer, that's OK. Go ahead anyway and download the app...we won't be able to see you, but you should be able to see us!

- **As mentioned above, you can also call (929) 205-6099 from any phone and enter the Meeting ID number 668 762 206. With this method, we won't be able to see you, but you will be able to hear us and we can hear you! (So remember to please keep the noises around you to a minimum.)**
- If none of these work for you, please contact the office at [onlineworship@topsfieldchurch.org](mailto:onlineworship@topsfieldchurch.org) or call the office phone. The following week we can add you to the list of folks who are getting bulletins by mail/delivery.

### **Zoom Tips & Etiquette:**

- **Menu:** You will have a menu of icons towards the top or bottom of your screen including Mute, Stop Video, and Chat (sometimes listed under "More"). You may have to move your cursor around to "find" the menu.
- **Muting:** In large groups, the host may automatically "mute" you to avoid cacophony (Amy, Martin or another worship leader will do this Sunday morning). In other meetings, you can "mute" and "unmute" yourself to avoid lots of background noise using the icon that is shaped like a tiny microphone; it will have a red line across it when you are muted.
- **Speaking/Leading:** If you will be speaking to the group, it would be best if you would please wear headphones (any old pair that will plug into or link to your device). This prevents unfortunate sound feedback loops. Worship leaders will unmute you when you lead! This feedback doesn't always happen, but in a large group, it may.
- **Stop Video:** If for any reason you don't want folks seeing into your home during the gathering, you can click on the "stop video" icon shaped like a video camera. You will still be on the call, we just won't be able to see you anymore. Un-click "stop video" if you wish to be seen again.
- **Chat:** Since it is impractical to talk all at once on Zoom, the chat function offers another opportunity to ask questions, give feedback, or submit prayer requests. The Chat icon is shaped like a cartoon speech bubble. When you click on it, a chat screen will open up on the right side of your video. The space to type is towards the bottom. One of the worship leaders will see what you write, but may not have time to reply to every chat.

**Thanks for your patience** – We know many of you are learning something new and those leading worship are learning what will work as well! Feel free to send feedback via email to [onlineworship@topsfieldchurch.org](mailto:onlineworship@topsfieldchurch.org) afterwards about what did or didn't work for you.

Peace,  
Your CCT Staff and Team

*Thank you to Rev. Hannah C. Brown from West Concord Union Church, UCC in West Concord, MA for creating this helpful guide to Zoom meeting!*