



### Zoom – Meetings, Worship Services and Discussion Groups by Video Conference

Zoom is software that combines video conferencing, online meetings, chat, and mobile collaboration.

#### How does Zoom work?

Each meeting Host requires a license to conduct a meeting longer than 40 minutes. A meeting host can schedule any number of meetings and gatherings of any type. This means that you only need one license to cover meetings plus worship service gatherings etc.

From a Congregation perspective it is recommended a person -- such as the administration person or church council secretary -- is given the Host license and books, opens and closes the meetings in Zoom.

#### Do I need to buy a Zoom license?

Are you:

- **Hosting meetings for less than 40-minutes duration and has less than 100 people participating?**

*If yes, the Free version will work for you. Simply go to the Zoom website, download the software and sign-up for free.*

- **Hosting meetings where the duration varies and can be over 40-minutes duration and has less than 500 people participating?**

*If yes, click on the link below and fill out the details. This will provide the ability to host a meeting of unlimited duration involving up to 500 people.*

<https://forms.office.com/Pages/ResponsePage.aspx?id=969eTL006UOKELyQRiGvKUagAedINMxEqf5P5iiWQpJUMEUyRIVJVFpXNU41SzY5Q1dYUjhDQzNINi4u>

Please allow two-working days for the Synod Office to assign a license to you and email you instructions about setting it up on your device.

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# COVID-19

## INFORMATION UPDATE

### What do you need to be able to use Zoom?

You need to a computer, laptop, tablet PC, iPad or smartphone with microphone and camera to be able to view and participate in the meetings. You can also simply dial into a Zoom meeting without having a camera and simply listen or speak into the meeting.

Several Congregations are now using it for meetings, and some are using it for worship services and on-line café style gatherings.

If you'd like to 'try before you buy', speak to the Saltbush team at [saltbush@nswact.uca.org.au](mailto:saltbush@nswact.uca.org.au) who are using the software for worship and mid-week café gatherings.

One of the benefits of the product is that you can either download the application and install it or receive an email with a weblink allowing access the meeting through a web browser.

### How much does it cost?

\$7.33 per month for 12-months under the church's enterprise license agreement.

### How do I pay for the license?

Synod Office will invoice the Congregation or Presbytery each month for the cost of the licenses being used.

### Where can I find out more information?

Go to the COVID-19 Information and Resources for Presbyteries and Congregations. Ministry Resources on the Synod website <https://nswact.uca.org.au/covid-19-information-for-presbyteries-and-congregations/ministry-during-covid-19/>

You can also access a range of resources about how to use Zoom on this page like explainer videos.

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