

ZOOM Etiquette for PEVA Meetings

Good Zoom etiquette helps the PEVA meeting run smoothly and keeps everyone focused. Following standard rules ensures that all participants can hear, see, and work together without distractions.

Before the Meeting Starts

- **Test your gear:** Check your camera and microphone ahead of time.
- **Dress appropriately:** Wear the same clothes you would wear for an in-person work or school day.
- **Find a quiet spot:** Pick a space with low background noise and good lighting.
- **Check your background:** Make sure your workspace is clean or turn on a professional virtual background.
- **Turn off alerts:** Close extra browser tabs and mute your phone notifications.
- **Log in early:** Arrive a few minutes before the start time to fix any last-minute tech issues.
- **Download the Packet:** Be sure to download the PEVA packet and any other supporting materials you need for the meeting.
- **Prepare for Communion:** Prior to the beginning of the meeting, set up your communion space in a way that is properly respectful of the Sacrament. Select a cup, plate and elements that represent your household. Wine or grape juice may be used. The Invitation, Prayer of Great Thanksgiving, and Words of Institution will be spoken. Once the Words of Institution are spoken, they will extend the invitation for all to partake of the elements. The Book of Order, W-3.0414 states, "At the conclusion of the Service for the Lord's Supper, the bread and cup are to be removed from the table and used or disposed of in a manner approved by the presbytery, in keeping with the Reformed understanding of the Sacrament and principles of good stewardship. This may be accomplished by consuming what remains or returning the elements to the earth."

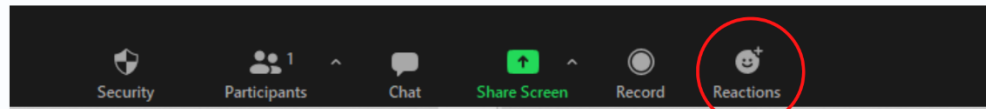
During the Meeting

- **Mute your microphone:** Keep your mic muted whenever you are not actively speaking to block out surprise noises.
- **Be Present:** Keep your camera on and be engaged in the meeting. Look directly into your webcam when speaking, not at your own face on the screen. If you need to take a quick break, you may turn your camera off, but please turn it back on when you return.
- **Do not multitask:** Avoid reading emails or working on other projects while people are talking.
- **Avoid eating:** Save your snacks or lunch for after the call, though sipping water or coffee is usually fine.
- **Follow the Chat:** Commissioners will be updated via the CHAT box. Once the meeting starts, the CHAT box will be reserved for those who need to communicate

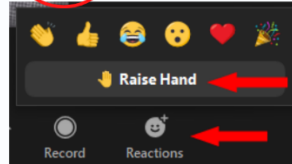
with the Moderator or other meeting leadership.

- **Use the hand-raise button:** Click the hand-raise feature to seek the attention of the moderator. You will also use the raise hand feature for voting.

Zoom Controls RAISE HAND



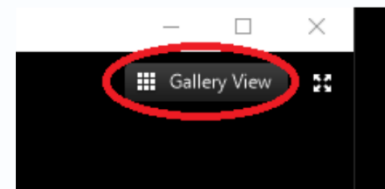
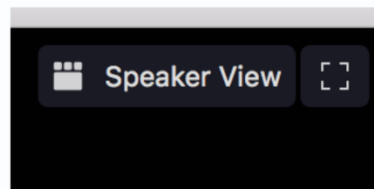
Raise Hand - At the bottom of the Zoom window, you will find the “Reactions” icon. Click on this icon to reveal the Raise Hand button which can be used to:



- Seek recognition from the Moderator
- Voting - All motions will be voted on by “unanimous consent.” If there is a dissenting vote, the motion will be polled for all members to vote yes or no.
- If you raise your hand by mistake, you can lower it by clicking on the Lower Hand icon. Note: you will need to click the Reactions icon again.

- **Voting:** Commissioners will be voting by "Unanimous Consent." The moderator will call for the vote by unanimous consent asking for any commissioner(s) who **disapprove of the motion** on the floor to raise their hand (physical or virtual). If there is disapproval, the moderator will call for a vote by show of hands. Please be patient during this process as both in person and virtual hands will need to be tallied.
- **Speaker View Recommended:** Zoom offers 2 views for meetings, Speaker View & Gallery View (Brady Bunch). The toggle control is located at the top right-hand corner of the Zoom window.

Zoom Controls SPEAKER VIEW



Speaker View (Recommended)

Zoom offers 2 views for meetings, Speaker View & Gallery View (Brady Bunch).

The toggle control is located at the top right-hand corner of the Zoom window.

- **ZOOM Polls:** The polling feature will be used for voting **if needed**. The host will launch the poll, and all Zoom **Commissioners** will cast their vote on the poll. The results of the poll will be displayed. **Please note that only Commissioners are allowed to vote.** If you are a visitor, please do not vote.