CLERKING YOUR COMMITTEE USING ZOOM, Chapel Hill Friends Meeting, Quaker Harmon and Matt Drake. Approved by Ministry and Worship, June 2, 2025

Using your personal Zoom account versus using the Meeting's Zoom account

If you would like to use Zoom for your committee meetings you can use your personal Zoom or use the CHFM Zoom account. If you have a personal Pro Zoom account that would likely be easier. If you have a "free" personal Zoom account and your committee meeting will be more than 40 minutes, then you will want to use the CHFM Zoom account.

The benefit of using the CHFM Zoom account is that the account is "Pro" so your meeting can last as long as you like. The downside is that in some cases you will need to learn how to sign into the CHFM zoom account.

Setting up Zoom meetings using the CHFM account

If you are going to use the CHFM Zoom account for your meeting, it is important to set up all instances of your meeting using the CHFM account. In other words, schedule meetings over several months at one time. This makes sure we don't have two meetings at the same time. Please AVOID re-using a link for an unscheduled/new time. While it is easy to just send around an old link (or the MFW link) and use it for an upcoming meeting, you may bump someone who also wants to use the CHFM account at the same time.

How do I set up a Zoom meeting using the CHFM account?

Option 1: Send an email to the Zoom Committee (zoom@chapelhillfriends.org) and one of us Zoom members will schedule your meeting and send you the link to distribute to your committee.

Option 2: If you access the CHFM Zoom account, you can set up a meeting yourself. This can be for a single meeting or for recurring meetings. You will copy the link after you have scheduled the meeting, and you can distribute this to your committee.

Regularly recurring meetings are the easiest to schedule—and all can use the same "link". Irregular recurring meetings are harder and may result in a different "link" for every meeting.

General information about using the CHFM Zoom Account

Once you have the "link" for the meeting you have two choices:

1. Sign in as a participant from your personal Zoom account or just click on the link. Here you just "click" the link and join the meeting. This works if you won't be using screen sharing and don't want to record the meeting.

2. Sign in as "Host". This involves signing into the CHFM Zoom Account and "starting" the committee meeting (click START). You will then be host and you will be able to enable screen sharing and record the meeting, if you wish.

When do I need to sign-in to the CHFM account? Only if you will be screen sharing or you want to record your meeting.

How hard is it to have a committee meeting if I don't sign-in to the CHFM account? EASY! Just join by clicking the link. You won't have "host" privileges, meaning you won't be able to screen share or record the meeting, but you can still meet.

How hard is it to sign-in to the CHFM account? It isn't very tricky. You will need to know the users name, password, have access to your email to get a special "code", and then you navigate to your meeting on the calendar and "start" the meeting. There are helpful directions AND Quaker Harmon, a Zoom Committee member, is willing to train you.

Zoom features to know about:

- Screen share: Allows you or someone else on your committee to share their screen with the rest of the committee. You need a host for this. The host will have a small "shield" on the bottom of their zoom screen. The host will need to "click" "share screen" to enable this function.
- Raise hand: Everyone in a Zoom meeting has the ability to "raise hand". This feature can be helpful if there are many people in your group, if participants tend to speak over one another, or as a way to control the order of speakers. If you are going to use raise hand, it is good to set that expectation at the beginning of the meeting. As host you can lower someone's hand after they have finished speaking if they don't lower it themselves.
- Record a meeting: Recording a meeting can be helpful if it is important that others have the option to see what happened during the meeting. I think the best option is to choose a web recording. (Note: I am not sure if we have a limit on how much "space" we have to store recorded meetings. When we do record a meeting, we (CHFM tech hosts) get an email with the link and password to the recording.)

Other resources for using Zoom:

- The Zoom company's help center has resources for participants or hosts and is up-to-date: https://support.zoom.com/hc/en/getting-started-with-meetings?id=zoom_meetings_guide\
- Quaker Harmon is happy to help committee clerks with specific questions. Email her at: quakerh@gmail.com, or you can also text her with more urgent questions at 919-260-1848.