

## Worship Technology Action Plan

1. Issue a letter to Bob Illman and Janna McFadden. Thank Bob for his years of volunteering and our wish to honor his request for a break from Worship technology. Inform Bob that our Office Administrator as a paid employee, will be the administrator of our You Tube and Zoom sites as well as the Booking Coordinator. He should furnish Janna with all usernames and passwords to all our accounts by April 30. We will thank him for his offer of inservice but at this time we have other plans in place.
2. Purchase a laptop and case specifically for the worship services with the grant dollars. The laptop there now will be used for all GBP activities. At the end of the service the laptop will go to a home and be left plugged in for updates. Christine will train all the tech team to know specifically what to plug in and where.
3. Develop a Worship and Music technology working group reporting directly to the chair until further developed. Christine B will take leadership of this team working with Dan Gill, Chris and Joanne Barry, Lori Hyatt, Dennis McIntyre, Will Vanerlinden and Doug Kyle.
4. Janna to post the following procedure for booking Zoom meetings on our website with a link from 'our docs' to our calendar.
5. Jana to post instructions with a button link on our calendar with the instructions 'all attendees need to know'. (Assistance from Christine B is available if needed)

### **Procedure to schedule, cancel and attend Zoom Meetings**

There is now a new (better!) process to schedule, cancel and attend a Zoom meeting, as follows:

1. Go to the facility booking form here:  
<https://www.huronshoresunitedchurch.com/copy-2-of-our-church-renewal-projec>
2. Fill in the required form fields and select, Room - Zoom Hybrid or No Room - Zoom Only
3. In the Comment field, enter the email address of the person who will host the meeting
4. If the booking is a recurring meeting, note that in the Comment box
5. To cancel a Zoom meeting, use the facility booking form to communicate that to the Booking Coordinator
6. The facility booking form is sent to the Booking Coordinator, who will schedule the meeting and add it to the HSUC calendar.

7. The Booking Coordinator will set up Zoom meetings so that anyone can join at any time - therefore, the host does not need to open the meeting.

8. The host identified on the booking form will have all regular in-meeting hosting capabilities, including allowing screen sharing, spotlighting, etc.

9. To join a meeting, attendees must go to the HSUC calendar here:

<https://www.huronshoresunitedchurch.com/calendar> and click on the meeting name to access the Zoom link.