

Beulah Missionary Baptist Church

Virtual Room Frequently Asked Questions

1. **Why was Zoom selected as the platform to support the Virtual Church Model (VCM)?**

Zoom was selected because of its rich set of features and it provided non-profit a 50% discount on its services. In addition, the free version provide access to all features.

2. **How does the church envision using Zoom to support the mission of the church?**

The church envision zoom allowing the church, its ministries, and members to:

3. To conduct virtual wellness (one on one with the free version of zoom) checks on members, relatives and **friends**.

- a) Ministries will be able to conduct virtual meetings without having to be on the church campus, making it more convenient for members to participate.
- b) The Board of Christian Education will be able to conduct virtual small group classes such as MasterLife, making it more convenient for members to participate.
- c) Supports the church strategic plans to engage the now generation using technology.

4. **What is the basic difference between the free version of zoom and the paid version?**

The basic difference is that the free version will only support **one-on-one** communications with no limitations to its use. If more than 2 are involved and the meeting will exceed 40 minutes, the paid version of zoom is required.

The paid version requires the purchase of a license and restricts full access to those sharing the email address (domain: i.e. beulahbaptist.org) of company.

5. **What access is restricted by the paid version to those assigned a Beulah email address?**

The basic restrictions are focused on the permission assigned to the "Host" of a virtual meeting. Host privileges allows them to:

- a) Start a virtual meeting
- b) Manage the participants
 - a. Mute their audio or video
 - b. Allow the use of the "Waiting Room" feature (participants can't join a meeting until the host admits them)
 - c. Lock the meeting to prevent others from entering
 - d. Etc.

6. **How does Beulah work around the restrictions listed in #5 above?**

Beulah has configured its virtual meetings to allow participants to join the meeting before the meeting lead joins, eliminating the need for a host to start the meeting. All members who join the meeting will have their audio and video automatically muted as they join the meeting.

All virtual meetings require the input of a password to join the meeting. This restricts the meeting to the invitees only.

7. If a meeting requires the assignment of a host, is there a way to meet this requirement?

Yes, however, the process is somewhat cumbersome, and it is currently restricted to the following organizations on an **“as needed basis”**:

- a) Board of Directors
- b) Deacon Board
- c) Youth Department
- d) Board of Christian Education (select virtual meetings)
- e) Trustee Board

Note: The above list may be expanded as we gain more experience with using Zoom.

8. How will an organization request the assignment of a virtual room?

The organization will use a process comparable to the current “Calendar Request” process. They will simply access the “Virtual Room” request form found in the document library on the church’s website. The staff will assign a virtual room and provide the invite to the requesting organization.

The invite will be provided to the target audience by email of a smart device.

Note: It is recommended, when possible, that regroup be used to provide the virtual meeting invite to the target audience.

9. Will the ministries be provided training on the use of Zoom?

The short answer is no. It is not possible to provide training to so potential many users.

However, zoom provides an excellent array of video tutorial to help users through the learning curve. A list of those may be found in the “Virtual Room” guideline document found in the document library on the church’s website.

10. What is the purpose of the Virtual Room guideline document mentioned in #9 above?

The Virtual Room guideline document provide information tailored to Beulah’s use of zoom. It provides more details on using the platform, including:

- a) Virtual room protocol
- b) Links to tutorial resources
- c) Information on basic configurations for zoom

11. Can a member participate in a virtual meeting if they only have a landline and not smart devices or personal computers?

Yes, when they receive a virtual room invite, it will list a number to call and meeting id. See the example below.

The numbers and access information are listed at the end of the invitation.

===== **Sample Virtual Room Invitation** =====

Virtual Room 200 is inviting you to a scheduled Zoom meeting.

Topic: **Sunday School Teachers Meeting**

Time: **Apr 20, 2020 07:00 AM** Eastern Time (US and Canada)

Every month on the Third Mon, 4 occurrence(s)

Apr 20, 2020 07:00 AM

May 18, 2020 07:00 AM

Jun 15, 2020 07:00 AM

Jul 20, 2020 07:00 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://us02web.zoom.us/meeting/vJAtcO-sqD4vihJmUOaF2pwjh3OkJTMPKg/ics?icsToken=98tyKuisrjwsHtKQtV_9c7IqOch-b9-1lHhGgK5osx7DUTBEaAulGeloBp9P09-B

Join Zoom Meeting (**link to join the meeting**)

<https://us02web.zoom.us/j/140764655>

Meeting ID: 140 764 655

Password: XXXXXXXX

One tap mobile

+14703812552,,140764655#,,#417533# US (Atlanta)

+14702509358,,140764655#,,#417533# US (Atlanta)

Dial by your location

+1 470 381 2552 US (Atlanta)

+1 470 250 9358 US (Atlanta)

Meeting ID: 140 764 655

Password: 417533

Find your local number: <https://us02web.zoom.us/u/kb2ZUYf0Lf>

