

Yearly Meeting 2022 Information Sheet for all those registered

Welcome

Kia ora and greetings. Thank you for registering for Yearly Meeting 2022. This will be different for us all as we gather online but we look forward to sharing this experience together. There is a lot of information to share in this "Information sheet", but we would appreciate it if you would take the time to familiarise yourself with all this material. The "Zoom Etiquette / Guidance for Yearly Meeting" provided as an Appendix here offers advice on how to make this online Yearly Meeting a more enriching experience for us all.

Outline of Yearly Meeting Programme

More detail, including what topics are likely to be considered in each session, will be provided in "Gold Papers" which will be emailed on Sunday 24 April to all who have registered. An outline of session times is provided here.

Thursday 28 April

9:00 – 12:00 am	Preparation Day Session
7:00 – 8:30 pm	Yearly Meeting Session
8:30 pm	First Timers' Session

Friday 29 April

7:00 – 8:30 pm	Yearly Meeting Session
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Saturday 30 April

10:00 – 11:30 am	Yearly Meeting Session
2:00 – 3:30 pm	Yearly Meeting Session
7:00 – 8:30 pm	Yearly Meeting Session

Sunday 1 May

10:00 – 11:00 am	All Age Worship
2:00 – 3:30 pm	Yearly Meeting Session
7:00 – 8:30 pm	Yearly Meeting Session

Associated Meetings:

Monday 25 April	7:00 – 8:30 pm	Standing Committee
Friday 29 April	10:30 – 11:30 am	Respect and Safety Meeting
Friday 29 April	1.30 – 3.30pm	Spiritual and Pastoral Care Committees Meeting
Saturday 30 April	4:00 – 5:00 pm	Revising Faith and Practice

Notes:

Joining by Zoom: Zoom links will be open 10 minutes before the Yearly Meeting sessions, Meeting for Worship, etc. You are encouraged to join before the appointed time.

Social Time: After each Yearly Meeting Session there will be time to socialise. Stay in the zoom meeting and there will be multiple "break out" rooms available for informal social conversation. You will be able to choose a "break out" room and the zoom host can help you do this.

Preparation Day Session: This preparation session, facilitated by the Quaker Learning and Spiritual Development (QLSD) Committee, is offered to assist Friends to come to Yearly Meeting with "hearts and minds prepared". Open to all who have registered. Link:

<https://us02web.zoom.us/j/84377848812> (With a waiting room)

Meeting ID: 843 7784 8812

Yearly Meeting Sessions: The link for all Yearly Meeting sessions for those registered is:

<https://us06web.zoom.us/j/5968713127?pwd=bGRDZTZlSVBjOUJ5dEpNS29acGlydz09>

Meeting ID: 596 871 3127 Passcode: 801108 (With a waiting room)

Note: The first Yearly Meeting Session (Thursday 7pm) starts with a period of worship, during which the names of Friends who have died since last Yearly Meeting will be read out.

First Timers' Session (also for others who would like a reminder:): If this is your first time attending a Yearly Meeting, or you'd like some reminders, we encourage you to attend this session, which will be facilitated by QLSD. You are invited to join the "break out" room labelled for this purpose at the close of the Yearly Meeting Session.

All Age Worship: This worship will be open to all, whether or not registered for Yearly Meeting. It will be semi-programmed, and suitable all for all ages. The Link is:

<https://us06web.zoom.us/j/5968713127?pwd=eENWdWRkR2g3VFBKd2FTZEc4ZjNNdz09>
Meeting ID: 596 871 3127 Passcode: 329487 (With a waiting room)

Standing Committee: The link for this meeting will be sent directly to those appointed to this role by their Monthly Meetings.

Respect and Safety Meeting: This session is for those who either have the role of Respect & Safety within their Meeting, or someone from MMs or worship groups who although they may not have this as a designated role, feel responsible for this concern. Yearly Meeting's Respect and Safety Committee would like get to know you, and to consider together any issues that you would like to raise. If you plan to attend this meeting or want further information, please contact:

Raewyn Robinson raewynrobinson@gmail.com. Link is:
<https://us02web.zoom.us/j/89497953540?pwd=MnhsbVJBK3M5M3c2WEFsTWxQTGFVdz09>
Meeting ID: 894 9795 3540. Passcode: 830742

Spiritual and Pastoral Care Committees Meeting: For those involved with Spiritual and Pastoral Care in their Meetings. Contact Margaret Blakeley (margaret.blakeley@gmail.com) if you have any questions. Link is:

<https://us02web.zoom.us/j/82297738009?pwd=VHY0UTlqVjBvb0dZVGtwbHJoby9CZz09>
Meeting ID: 822 9773 8009 Passcode: 098447

Revising Quaker Faith and Practice: An opportunity for the Quaker Faith and Practice Revision Committee to share with interested Friends what they have been doing and how you could help with the revision of Quaker Faith & Practice in Aotearoa New Zealand. Link is:

<https://us02web.zoom.us/j/82625439915?pwd=cS9zNW0rU3hzQkhIK2FCT3pXcFhXZz09>
Meeting ID: 826 2543 9915 Passcode: 553439

Prior to Yearly Meeting – Zoom upskilling

Before Yearly Meeting commences you are encouraged to join a Zoom upskilling session. It will really enhance the experience of Yearly Meeting in session for you and for others if you are proficient in using Zoom. For example, you may need to:

- Rename yourself (i.e. be able to change the name under your picture)
- Mute and unmute
- Raise hand and lower hand
- Change between gallery view and speaker view
- Select or move between breakout rooms
- Use chat

Things to check beforehand:

- Lighting: Check that the lighting allows your face to be seen clearly.
- Audibility: Check your speakers and microphone, and how close you need to be to your computer to be heard clearly. It is possible to test by playback and listening to yourself from your chosen sitting position. Audibility can be checked while in the waiting room.

Zoom upskilling Session times are:

Monday 11 April	7:00 to 8:30 pm
Wednesday 20 April	1:00 to 2:30 pm
Tuesday 26 April	7:00 to 8:30 pm

Sessions will cover skills that are very useful/necessary for all participants in Zoom meetings. Everyone will learn something. There will be fun! The link for all the sessions is <https://us06web.zoom.us/j/5968713127?pwd=VjBnTk1pNEtuWEhRV3JaZUN2bmdBdz09>. Contact Ronis (ronis.chapman@gmail.com) or Michael (Michael.Searle@iinet.net.au) if you have any questions.

Assistance available during Yearly Meeting

Technical Help: Just before Yearly Meeting you will be provided with contact details for a number of people who can help if you are having any technical difficulties with your online connection.

Pastoral Care:

As is usual at our Yearly Meetings, a Pastoral and Spiritual Care group (including respect and safety contacts) will be appointed for the duration of Yearly Meeting. If you are finding the online experience or anything else about Yearly Meeting uncomfortable or upsetting these are people you can contact for help. Just before Yearly Meeting you will be provided with contact details (email and telephone numbers) for the Friends in this role.

Please don't let the cost of a telephone call prevent you from obtaining the assistance you need – just ask the technical helper or Pastoral and Spiritual Care Friend to call you back.

Joining by Telephone

If you intend to join Yearly Meeting by dialling in by telephone instead of using the Zoom link, please contact Ronis Chapman (ronis.chapman@gmail.com) or Michael Searle (Michael.Searle@iinet.net.au) prior to Yearly Meeting for additional information.

Notices

During Yearly Meeting if you have a notice to share please email it to Peg Norris norrispeg700@gmail.com. Notices will be read out at the end of the first session each day, and also posted at <https://quakers.nz/YM2022notices> (no login required).

Contact

If you have any queries before Yearly Meeting or need to contact those organising Yearly Meeting please email to: 2022@yearly-meeting.quakers.nz

Appendix: Zoom Etiquette / Guidance for Yearly Meeting

We want everyone to experience a spirit full and enriching Yearly Meeting. To help make this possible, we offer some reminders of Zoom etiquette as it relates to Yearly Meeting.

It is important for us all to consider what impact our behaviour, and words, might have on others. We all need to practice listening to each another with care.

We may have experienced many Zoom meetings by now, and many of us may have well-formed Zooming habits and dispositions. However, in order to preserve the unique Spirit-led mode of worship for Yearly Meeting in session, it is worthwhile to consider these guidelines, specific to holding a Meeting for Worship for Business with a large group via Zoom.

Trust that we can enter into Spirit-led unity with one another through the medium of technology.

Please be aware that you will not be able to see everyone at once, as is usual in a face-to-face Yearly Meeting. There will be too many of us to fit onto a single screen, perhaps over 80 Friends.

Before each session

- ✓ Please set yourself up where you are highly unlikely to be distracted.
- ✓ Have any papers you need such as Documents in Advance, White and Gold papers, in reach, or easily accessible online.
- ✓ If you are using earphones please have them sorted before you come into the meeting.
- ✓ If you really need a drink or anything else during the session please have it next to you so you do not distract others by getting up and moving. Remember you are seen closer up on zoom than if you were there in a face to face meeting. If you have physical needs, meet them as unobtrusively as possible, without distracting by an apology.

On entry to the session

- ✓ Remember that you are coming into a Meeting for Worship even if it is before the appointed time. Those already there may be settling into worship.
- ✓ Make sure that your sound is muted and that the video is on (unless your wifi connection is such that you need to have the video off.)
- ✓ Please make sure your name is correct. If not please rename yourself. Add your Monthly Meeting.
- ✓ Please settle down into the Meeting for Worship.
- ✓ It is not appropriate to:
 - wave as you arrive or wave to people as they arrive into the zoom. It is fine to smile.
 - ask if you can be heard.

During the session

- ✓ Maintain the worship.
- ✓ During opening and closing periods of waiting worship, if you feel called to give vocal ministry, make sure no other Friend is beginning to offer. Unmute, offer your ministry, and mute again.
- ✓ During the session if you wish to give vocal ministry (give a contribution to the discernment/speak) go to the "Reactions" button then click on "Raise Hand".
- ✓ The clerks will be using discernment about who they call on.
- ✓ If you are called on to speak, unmute and give your name and Monthly Meeting before speaking.
- ✓ Try not to move papers when unmuted – the movement of papers is likely to be heard more than your words will be.
- ✓ At the end of your speaking please mute yourself and make sure that you do not have a Raised Hand showing.
- ✓ If not called on, please go to the "Reactions" button then click on "Lower Hand". You may find the Zoom host does this for all.
- ✓ If you still feel moved to speak after you have listened to the speaker, take a moment to consider, use "Raise Hand" again and wait to see if you are called on.
- ✓ If for some reason distraction happens stay muted and turn off your video.
- ✓ If your eyes need a break from the screen, please look away often and focus on something in the distance.
- ✓ The "Chat" feature of Zoom will be turned off during business sessions, but you will still be able to send "Chat" messages to the Zoom hosts if needed.
- ✓ If a Friend forgets to mute or unmute, please leave the Zoom hosts will deal with this.

At the end of the session

- ✓ This is when it is time to talk with others. Remember that you can use Chat to link with someone at this point.
- ✓ Break out rooms will be available for you to go to for a one-to-one conversation or a small group conversation.
- ✓ Do not expect the Zoom host to be there between sessions.
- ✓ You may choose to take a short break after the end of a session before returning to select a break out room. If so, please turn off your video but leave yourself connected until you return.