

BCC Green Lake - Childrens, Youth and Family Ministries

Zoom Video Conferencing Safety and Security

Updated Summer 2020

Security measures we are taking:

- Links for our meetings are not shared in public places. We only send them directly to known families via text or email links.
- Passwords can be embedded in the invitation and will be sent directly to families.
- Participants in our meetings will first be put in a “waiting room” until they are approved by a host to enter the meeting.
- Only the hosts of our meetings are able to screen share.
- Our hosts have the ability to put anyone on “hold” to temporarily remove them from the meeting, or to permanently remove anyone from the meeting.
- Permanently removed participants cannot rejoin meetings.
- Participants are not able to share or upload files.
- No participants are able to join before the host has started the call.
- For every call, we will have at least one second adult leader acting as a “co-host,” who also has the ability to allow people into the call, and remove people from the call.
- All parts of the meeting, including breakout rooms / small groups, will follow these same measures.

What we ask of those joining our meetings:

- Let us know who you are when you enter the meeting. If your name doesn't clearly communicate that you are someone we know, we are not able to let you stay in the call. If you change your name during the call and we can't identify you as someone we know, you might be removed from the call. (Feel free to use a first name and last initial.)
- When in larger groups, keep your microphone muted unless you are speaking. This helps prevent too much background noise.
- Please refrain from being distracting in the chat or otherwise distracting when someone else is sharing. In short, have the same kind of manners that would be expected in person!
- If you have any tech trouble, please be in touch with the leader of the ministry so they can know you are trying to join and provide help if possible.