

6 May 2020

## GUIDELINES FOR MEETING ON ZOOM

Dear brothers and sisters

The peace of our Lord Jesus Christ be with you.

After observing our meetings on ZOOM for sometime, we have come out with some common rules of use to ensure a safe and smooth-running meeting on ZOOM. We ask brothers and sisters for your understanding and cooperation in following these guidelines in all church meetings:

### 1. PARTICIPATING

As we meet in the name of Jesus, we want to know who we are fellowshiping with and we also want to see each other. Therefore,

- 1.1. When you join a meeting, please use your actual name in Chinese or English. (name entered in 'Your Name' or 'Screen name'). As soon as the host brethren recognises you, he/she will admit you into the meeting.
- 1.2. While waiting in the 'waiting room', look out for any 'chat' message from the host brethren.  
If the host brethren advise you to re-join with your actual name, please do so with understanding. If you have any difficulty doing so, you may contact the host brethren or other participants separately
- 1.3. During the meeting, always keep your microphone mute. Unmute it **only** when you are invited to speak. This is to keep the meeting from being disrupted by individual's background sound or by concurrent speeches.
- 1.4. During the meeting, always turn on your camera. If you need to take a short break, you may turn off the camera and turn it on again when you return.
- 1.5. If the camera or microphone on your handphone or computer is not functioning, please let the host brethren know in advance.
- 1.6. Please notify the pastoral team before inviting your friend to the meeting so that the friend will be admitted according to his/her name.

### 2. HOSTING

- 2.1. Do not admit all participants automatically.
- 2.2. Use the 'Waiting Room' facility and admit only expected participants who are identifiable;
- 2.3. If you are not sure who the person is, advise him/her to re-join with actual name. Look out for phone call/message in case he/she contacts you directly.

Please do not hesitate to contact any of the pastoral team for clarification or assistance.

The Bible says, "*But all things should be done decently and in order.*" (1Cor 14:40 ESV)

Do not let these guidelines deter you from meeting, but uphold them cheerfully out of love for one another so that the church may meet safely and orderly during the Circuit Breaker period. May the Lord bless our fellowship whenever we gathered in His name, even on ZOOM.

In His Name  
Rev. Zheng Biqing

## ZOOM 平台聚会须知

亲爱的弟兄姐妹

愿主耶稣基督的平安与大家同在。

在观察 ZOOM 平台聚会一段日子后，我们制订出几个简单的准则，确保弟兄姐妹能安全、顺利地进行网上聚会。恳请弟兄姐妹同心按以下准则聚会：

### 1. 参加者

每逢我们奉主耶稣基督的名聚集，无疑的我们要知道与谁在灵里相交，也希望能够彼此见面。因此：

- 1.1. 当你参加一个聚会时，请使用你的真实姓名（在‘Your Name’或‘Screen name’一栏里填上中文或英文姓名）。主持的弟兄姐妹在辨认你后就会请你进入聚会。
- 1.2. 当你在‘等候室’时，请注意从主持的弟兄姐妹而来的信息(chat)。若主持的弟兄姐妹请你先离开再用真实姓名参加，请你谅解并照做。若你有任何困难，请直接与主持的弟兄姐妹或其他参加者联系。
- 1.3. 在聚会全程中，请把你的麦克风关闭，只有在你受邀讲话时才打开。这是为减低聚会受到背景声音所干扰，也避免多人同时说话的混乱。
- 1.4. 在聚会全程中，请把你的摄像头打开。若你需要离开片刻，可以先将之关闭，回来后再打开。
- 1.5. 如果你的手机或电脑的摄像头或麦克风不能操作，请你在聚会前通知主持的弟兄姐妹。
- 1.6. 若你要邀请朋友参加聚会，请事先通知牧者团队，我们可以按名字请他/她进来。

### 2. 主持者

- 2.1. 请勿使用让参加者自动进入聚会的设置；
- 2.2. 使用‘等候室’，确保每一位参加者使用真实的名字；
- 2.3. 如果你不能确认该名字，请他/她重新以真实名字参加，同时注意你的手机是否有从他/她而来的信息。

若你需要任何澄清或帮助，请联系牧者团队。

圣经说：“凡事都要规规矩矩地按着次序行。”（林前14:40）

弟兄姐妹们，不要让准则拦阻你聚会，倒要本于爱弟兄的心，乐意地遵照聚会准则，使我们在阻断措施期间仍然能够有秩序、平安欢喜地聚会。愿主赐福在网上奉祂名聚集的每一个聚会。

主内

郑牧师