

Zoom Policy
Updated: Thursday, April 2, 2020

Any group that uses one of the University Zoom accounts to meet must agree to the following stipulations:

- Groups must remain within the requested timeframe and not go over time as a way to respect meetings that follow.
 - If groups are worried about running out of time, then they are welcome to schedule more time than they think they need.
- The group leader must log on and join the Zoom meeting 15 minutes prior to the start time so that the Zoom administrator can make the group leader the “host” of the meeting.
 - This is to respect the Zoom administrator’s time and not keep them waiting.
- The group making a request to use a University Zoom account must be flexible enough to consider alternative meeting times (or even days), especially on high-traffic days like Sunday mornings or Wednesday mornings.
- University clergy and staff will receive preferential consideration for meeting days/times. This helps ensure that the work of the church is completed in a timely & effective way.
 - As an example: A Kid’s Ministry staff meeting would be prioritized over a Bible study if both requested to meet on the same day & time and there was only one slot available.
 - The use of University’s Zoom accounts is a ministry of the Church, but the ministry of the Church must be ordered in such a way that staff are allowed to do their jobs without unduly constraint.
- For all other situations, requests will be considered and scheduled on a first-come, first-serve basis. Therefore, those who make their request earlier will have more likelihood of having that request met in full.
 - It would be wise for groups to send in their schedules all at once so that all of their dates can be put on the Zoom calendar at once.
- Groups should give a reasonable amount of time between requesting a meeting and the date they desire to meet. Avoid scheduling a meeting for tomorrow or later this afternoon if you to be reasonably considered.
 - Our Zoom account administrators have much going on right now and may not be able to answer immediately to your requests for meetings, so make sure you schedule far in advance to avoid stress and frustration with the process.
- If a group becomes aware of the need to change or cancel their scheduled meeting, then they need to immediately notify the Zoom administrator who is working with them to make that change and free up that timeslot on the Church calendar.