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**PROCEDURE FOR VIRTUAL CIRCLE MEETINGS**

**Organiser/Officer Notes for Conduct of Virtual Meetings at Reigate Circle, Province 19**

Proposed Procedures (including Changes from April) for May meeting (these have been reflected in the updated Participant Notes and Procedure Script)

Ahead of Meeting

* Bro President (Zoom Pro licence holder) will set up Zoom meeting and send meeting invitation mail to Bro Secretary and Bro VP.
* Bro Secretary will publicise meeting through normal Provincial and Circle channels.
* Visitors will be asked to email Bro VP cc Bro Secretary by 6pm on day of meeting if they plan to attend, giving Circle name and (if an Officer) their position
* Bro VP will send the appropriate Zoom meeting invitation details (as sent by Bro President above) and our Participant Notes to each Visitor who says they wish to attend.
* If time permits, Bro Secretary and Bro VP will endeavour to identify the most appropriate person to respond on behalf of Visitors, as this is not so easy to do for them during a virtual meeting
* Bro President will identify Hosts, Response Reader and Admin (see below). These were Bro Charles/Bro Neal, Bro Pat and Bro Neal at the April meeting and hopefully will be likewise at future meetings.
* Brothers who are not attending should send apologies in the normal way

During Foregathering and Meeting

* Key meeting roles only needed for virtual meetings:
**Host** – this must be the person holding the Zoom Pro licence, or someone logged in with his credentials. Note two or more people can login with the licence holder’s credentials, and join the meeting, and during the meeting the person who is Host can be switched. This is extremely useful.
**Response Reader** – someone who reads the prayer responses on behalf of the Brothers.
**Admin** – someone who monitors attendees and ticks Circle Brothers who are attending off a pre-prepared list of Circle names.
* Zoom Meeting will be opened by Bro President as Host at 715pm so that people can foregather if they choose ahead of 745pm start. Bro Treasurer will also login in with Licence Holder credentials but his own display name and join meeting at 715pm.
* During foregathering period Bro President will assign Host to Bro Treasurer.
* During foregathering period and meeting itself, Bro Treasurer will act as Host and Admin. Host will admit participants from Zoom Waiting Room and endeavour to rename any participant display names that are incorrect. Host will endeavour to mute any participants who unmute themselves without remuting. Admin will monitor attendees and tick them off against a pre-prepared list of Circle names.
* When meeting starts, Bro President to invite Bro Treasurer as Host/Admin to include a request about muting and unmuting, and to stay muted during prayer responses and to say that prayer responses will be said by Response Reader on behalf of the Brothers
* Bro VP will announce the Visitors in the meeting based on the email notifications he has received, in the appropriate precedence order
* Response reader will read responses of all prayers on behalf of Brothers.
* Once attendees have stabilised, Admin will email Bro Chamberlain the list of Circle Brothers (this list should not include Visitors) who are attending. This will be the list that Bro Chamberlain uses for “Bro President, there are in attendance…”
* When meeting closes, Bro President to invite people who so wish to stay on for a drink and a chat, and explains that everyone will then be unmuted, which Host will do.

 After the meeting

* Bro Secretary will issue records of attendance to Visitors
* Admin will keep list of Visitors and Circle Brothers who attended to add to the Register once we can access it again.

**Participant Notes for Conduct of Virtual Meetings at Reigate Circle, Province 19**

Zoom

We are using Zoom Cloud Pro video conferencing, a proven and widely used system. There have been some security concerns in the press recently and we have implemented the resulting recommendations. The meeting will be password protected and each participant will be admitted through a waiting room controlled by the host. The meeting will not be recorded.

Visitors

Visitors are most welcome. Please email Bro VP David Thorpe (davidthorp14@yahoo.co.uk) and Bro Secretary Mark Allanson (mardenn7@ntlworld.com) by 6pm on the day of the meeting to advise you are attending and if you have any AOB to raise so that we can announce and greet you. We will endeavour to identify the most appropriate person to respond on behalf of the Visitors.

How to Join the Meeting

There will be a link and meeting ID and password sent with the invitation mail. The link has the meeting ID and password embedded in it so you won’t need those details if joining using the link.

If you wish to join from a tablet or phone, you need to download the Zoom Cloud Meetings app first from App Store/Google Play. Once the app is installed (a one-time task) you can touch on the link and it will take you straight in, or you can open the app and use the meeting ID and password.

If using a PC or laptop, you just need to click the link.

You join the meeting using computer audio (ie not by dialling in separately with a phone).

Please note that you do not need to set up a Zoom account to join the meeting. If you do decide to set up your own account, Zoom Basic is free and more than adequate for most purposes.

**Very important**: please set your display name (set up in your Zoom profile or when entering the meeting) to include your actual name (not “Mary’s iPad 2”, “iPhone 5” or the like), title (if an Officer) and Circle (if you are a Visitor) before joining the meeting.

Some Practical Tips

[I found both Zoom support](https://support.zoom.us/hc/en-us?_ga=2.6840379.828472616.1586717173-688586408.1585162546) and the following helpful when I was getting used to the system:

* the most important single function in a video conference is the mute and unmute command. All participants but the speaker should be on mute at all times. This is really important as the sound quality problems, interference and distraction by even having one participant unmuted can spoil people’s enjoyment of a meeting. Just one cough or shuffle can cut off the main speaker if one is not on mute, very distracting, especially if a lot of people were doing the same! If at any time you need to speak, please unmute – speak – then mute again. Use the Zoom function to do this please, not any other controls you may have.
* try it out in advance so that all the basic operations become familiar – please let us know if you would like any advice or help doing this.
* test audio (microphone and speaker) and video using the settings menu. If you have a headset or earphones to listen to sound rather than just using the speakers this can be helpful in reducing echo and other audio problems, especially for anyone who has any significant speaking role. If you don’t have a headset or earphones, please have the volume on the audio as low as you can manage it.
* remember that the picture you see of yourself is what the whole group will see. It makes the video conference better if you take some time working out how to set up your camera so that your face fills a good part of the frame, is well lit and is easily seen and that there is nothing that could cause embarrassment or offence in view in the background – it is surprising how often people don’t do this!
* The meeting can be viewed either in “Speaker View” where only the current speaker is shown, or “Gallery View” where you can see everyone. In Gallery View the current speaker is outlined in yellow.

Meeting Etiquette

Firstly and most importantly, please be sure to know how to mute and unmute using the Zoom controls. Everyone but the speaker should be on mute at all times, including during prayers. The meeting host can mute and unmute people too, but it is best and really important if each participant does this themselves.

Brother Treasurer will speak the prayer responses on behalf of all the Brothers. Please do not unmute yourself to say prayer responses, for the same reason as already mentioned.

The Zoom will be open from 715pm for people to foregather and have a chat ahead of the start of the actual meeting if they choose. Please join the meeting by no later than 5 minutes before the scheduled start. We will aim to start exactly on time at 745pm, in a very un-Catenian way!

If you wish to speak, please unmute, then raise your hand so it is clearly visible and we will do our best to invite you to speak.

The sign of peace will be done by a nod or wave, or indeed any form that you prefer.

Although this is quite hard to do in practice, when talking it is best to look directly into your device's camera lens. It's akin to giving eye contact to your audience. Looking elsewhere will be distracting for other Brothers watching you.

Our dress code for Circle meetings is smart casual.

When the formal part of the meeting is finished, we will unmute everyone and we can all chat over a drink or too, if people so choose. At our April meeting, lots of people did this and it worked well.

Charles Hyatt *President Reigate Circle 07967 221997* *hyatt@btinternet.com*

**Zoom Operation by Device – Some Key Tricks (more to follow!)**

All devices

It is well worth testing different audio and video (eg headsets, microphones, webcams, tablet vs notebook etc. [I found Zoom support](https://support.zoom.us/hc/en-us?_ga=2.6840379.828472616.1586717173-688586408.1585162546) brilliant for helping with that.

PC/Laptop

When on mute, you can unmute yourself by holding down the space bar as you talk. When you release the spacebar, it will remute you. This is very convenient.

iPhone/iPad (Android devices are probably similar)

I found it really helpful to have Zoom controls (eg mute/unmute) displayed continuously during meetings. To do this, go into Zoom App then Settings – Meetings the scroll down to set Always Show Meeting Controls” to green.

It is very helpful for meeting organiser if you as participant have your correct display name. This is what other participants will see during the call. Depending on who owns and set up the device originally, it will often default to something unhelpful like “Mary’s iPad 2”, “iPhone 5”. If you have a Zoom account, to show your correct display name, go into Zoom App, then Your name > the Display Name and Save. If you don’t have an account, you can do it as you enter the meeting.

**OPENING OF CIRCLE – PLEASE REFER TO OFFICER AND PARTICPANT NOTES ABOVE FOR FURTHER DETAIL)**

**Bro President to invite Bro Treasurer to say a few words about meeting admin/etiquette (see above)**

 **PRESIDENT**

**Brother Registrar, are you satisfied that all present are privileged to attend this meeting and have registered correctly?**

 **REGISTRAR**

**Brother President, I am and the number will be recorded in the minutes**

**CIRCLE MEETING - PRAYERS**

**PRESIDENT**

 **As the President of Reigate Circle, the 220th Circle of the Catenian Association, I declare this [669th] meeting open.**

**PRESIDENT**

 **Let us pray.**

 **In the name of the Father and of the Son and of the Holy Spirit. Amen.**

 **Come, Holy Spirit, fill the hearts of the faithful and kindle in them the fire of your love. Send forth your spirit and they shall be created.**

**BROTHERS**

 **And you shall renew the face of the earth.**

**PRESIDENT**

 **For our Brothers and members of their families who are sick: Tom Cahalane, Jim Allanson, Michael Doughty, Ray and Marjery Flanagan, Mike Scoltock, Andrew Wilson, Nigel & Shelagh Green, Anne Farmer, John Warren, Dan Rogers’ sister Tracey**

**and those others for whom we should pray, *wait*** *…****Provincial Councillor to read list of Sick from Province……………….***

**And brothers if you are aware of any additional names please say them now (you will have to unmute yourself first).**

**Heal your servants, Lord, who are sick and put their trust in you.**

**BROTHERS**

 **Send them help, Lord, and comfort from your holy place.**

**PRESIDENT**

 **For our Brothers in difficulty or need.**

**BROTHERS**

 **Reach out to them, Lord, in their distress, and grant them peace of mind.**

**PRESIDENT**

 **For our families.**

 **Lord, grant our families the grace to follow the example of your Holy Family at Nazareth, so that our children may grow up in your love.**

 **Lord, hear us.**

**BROTHERS**

 **Lord, graciously hear us.**

**PRESIDENT**

 **For vocations*.***

 **Heavenly Father, we pray that Catholic men and women will be inspired with the grace of a vocation to a religious life, to care for the whole community.**

**Let us also pray for Francis our Pope, Richard our Archbishop and all the clergy as they go about the ministry of the church.**

 **Lord, hear us.**

**BROTHERS**

 **Lord, graciously hear us.**

**PRESIDENT**

**For the peoples of the world who are suffering through conflict, famine and hardship;**

**For the Brothers and their families of the 3 Zimbabwe Circles; For those in The Holy Land and for Christians everywhere;**

**We pray that peace harmony and justice will prevail and there be an end to suffering in all parts of the world.**

**Lord, hear us.**

**BROTHERS**

 **Lord, graciously hear us.**

**PRESIDENT**

**For all those affected by the worldwide Corona virus. We ask Our Lady to look kindly on those who are suffering that they be restored to health and for all those who are caring for them; for those who have died, their families and friends who mourn for them at a distance and for us all as we come to terms with isolation from our families and friends.**

**Lord, hear us.**

**BROTHERS**

 **Lord, graciously hear us.**

**PRESIDENT**

 **Let us pray for all those Brothers and their families, who have died and especially those of our own Circle *(read the names from the Book of the Dead …..)***

**As well as and those who have died recently as reported in this month’s Catena. *(VP to read)***

**And those who have died in Province but not yet announced in this month’s Catena *(Provincial Councillor to read)***

 **Let us also remember all who have been members of this Circle, and their families, who have since died as I recite:**

**PRESIDENT *(Invite BROTHERS to remain muted and read softly simultaneously)***

 **Out of the depths I have cried to you Lord, Lord hear my voice.**

 **Let your ears be attentive to the voice of my supplication.**

 **If you, Lord, shall observe iniquities, Lord who shall endure it?**

 **For with you there is merciful forgiveness; and by reason of your law I have waited for you, Lord.**

 **My soul has relied on his word: my soul has hoped in the Lord.**

 **From the morning watch even until night let Israel hope in the Lord.**

 **Because with the Lord there is mercy, and with him plentiful redemption.**

 **And he shall redeem Israel from all its iniquities.**

 **Eternal rest give to them, Lord, and let perpetual light shine on them.**

 **May they rest in peace. Amen.**

**PRESIDENT**

 **To mark the spirit of Brotherhood, which unites us, let us offer each other a sign of peace.**

*The President* ***pauses*** *while Brothers exchange a nod. He then continues:*

 **Our Lady, Queen of Peace,**

**BROTHERS**

 **Pray for us.**

**PRESIDENT**

 **Saints Peter and Paul,**

**BROTHERS**

 **Pray for us.**

**PRESIDENT**

 **Saint Thomas More,**

**BROTHERS**

 **Pray for us.**

**PRESIDENT**

 **Saints John Henry Cardinal Newman,**

**BROTHERS**

 **Pray for us.**

**PRESIDENT**

 **In the name of the Father, and of the Son, and of the Holy Spirit. Amen.**

**ANNOUNCEMENT OF VISITORS & CIRCLE BUSINESS**

**PRESIDENT**

 **Brother Vice-President, please announce our visitors.**

**VICE-PRESIDENT**

 **Brother President, I am pleased to announce the attendance of** *(****VP to read list of names in seniority order collated by himself and Bro Secretary from before the meeting based on people who have told us they are coming, hopefully anyone we have missed will identify VP has read this list)****name, Circle name, office)* etc.

 ***The President will offer a formal welcome to the visitors.***

*A response to the formal welcome should be made usually by the most senior visitor with respect to the order of precedence.* ***Secretary/VP will endeavour to identify and contact the most senior visitor expected before the meeting so as to agree they will be the one to respond***

**PRESIDENT**

 **Brothers we will now proceed with Circle business.**

**The minutes of our last meeting have been circulated. If there are no objections, I propose to sign these minutes as a true record of that meeting.** *(Pause)*

 **Are there any matters arising from the minutes?**

**PRESIDENT**

**Bro Secretary, please announce any apologies for absence, which you have received, any notices of visits and do you have any correspondence?**

**SECRETARY**

 **Brother President, I have received the following apologies from Brother(s) ......................................, visits made are................................and all correspondence has been circulated.**

**PRESIDENT**

 ***Then President details his correspondence***

**Reports:**

**To list, together with any other business to be conducted**

**PRESIDENT**

**If any Brother has any matter to bring forward for the good of our Circle or of the Association, will he now raise it.**

***Wait……give Brothers opportunity to raise any item, WAVE and unmute to speak***

**CLOSE OF CIRCLE**

**PRESIDENT**

**We shall now close this meeting. Brother Chamberlain, please call the names of the members enrolled in this Circle who are present.**

**CHAMBERLAIN**

**Brother President, there are in attendance** ***(listing the members of the Circle who are participating emailed during meeting by Bro Neal as Admin);*** **and our visitors**.

**PRESIDENT**

**As the President of Reigate Circle I declare this meeting closed. God bless our Pope and protect our faith.**

**VICE-PRESIDENT**

**Save our country.**

**BROTHERS**

**Prosper and bless our Brotherhood.**

**PRESIDENT**

**Thank you Brothers.**

*The formal proceedings are thus ended.*

***President to invite people to stay on for a drink and a chat if they so wish***