

Tips for Online/Zoom Memorial Service



For Mourners and Participants:

Before the Zoom Call: Setting the Scene

- You may wish to dress as you would for an in-person memorial service. (I've heard from attendees at other formal Zoom gatherings that fancy footwear is optional, of course!)
- If possible, given social distancing and avoidance of stores, consider putting flowers or candles in the background of your Zoom call.
- Out of respect for the family, take time to think about the background of your Zoom screen. Test out your camera setup beforehand. If possible, make sure your background isn't too cluttered, that there is enough light for you to be seen, and so on.

Joining the Zoom Call

- Click on the link to join the call. You may be asked to enter the meeting ID and password. This is to prevent unwanted visitors from joining the call.

Join Zoom Meeting
ENTER LINK HERE

Meeting ID: #####

Password: #####

- You may be asked about using computer audio. Select “yes” (unless you intend to dial in with a phone separately).
- You will also want to make sure your video is turned on. You should have options at the bottom of your screen for controlling both video camera and microphone.
- Please move your mouse over the upper right of your Zoom window (Mac), where you will see an option to turn on “Gallery View.” This will allow you to see everyone's faces at once. These settings may be different on a PC.
- As an FYI, in conversation on Zoom, sometimes several people may speak at the same time, and this will be harder to understand than it would be if we were in person. Please mute yourself when not speaking, or try your best to avoid talking over other people, so that we

can all hear each other. If you find you can't get a word in, you can raise your hand or wave so that it's clearer who's trying to speak next.

- Before the service, we will take some time to make sure everyone is comfortable with the platform, can see and/or hear, and has their screen set up as they'd like.

During the Memorial Service

- The host will mute everyone's microphones during the service, except if you are speaking.
- You may wish to switch from "Gallery View" to "Speaker View" so that you can see the main speaker's face more clearly.
- You may be asked to set aside food or drink, unless you are speaking and may need water.
- You may want to have tissues nearby, too.
- If you are speaking during the service, the Zoom "host" will unmute you so that you do not have to worry about doing this yourself. Please watch the screen to see if you need to hit "Allow Host to Unmute Me."

After the Service

- During the postlude, you're invited to gather light refreshments, tea, or coffee, in the spirit of a reception after a memorial service. You can unmute yourselves at this time.
- Invite a participant to offer a short grace before we join in eating in our separate spaces.
- Screen sharing offers a great way to play a slideshow of photos, which might spark memories or invite sharing stories or reflections.
- The family and friends may wish to remain in the call for time for conversation, sharing, remembering, and supporting.

"Leaving the Meeting"

- It's all right to feel awkward about ending the gathering. Few people have ever been part of a Zoom memorial service before. When it comes time for each of us to leave, it may be nice to give a virtual hug, or some other special word of comfort to stand in for being able to offer physical presence.
- To leave the call, click "leave meeting" at the bottom of your screen.

