

Speakers by Zoom – a pilot

Guidelines for groups and branches

Speakers by Zoom is a pilot project and bookings can only be made between 4th January – 31st March 2021. However, if it acceptable to the speaker, you can arrange for the meeting to take place after 31st March.

You will be asked to complete a feedback form about your experience of arranging and running a meeting with a Zoom speaker from another diocese, so we can assess this project.

How to set up a Zoom meeting

Zoom is a video conferencing programme which can either be downloaded as an app on your phone, tablet or computer or used in a web browser. It doesn't need everyone in your group to have a Zoom account as those invited can join the meeting as a guest. There's more information on this in the 'How to Zoom' guide on the Mothers' Union website:

<https://www.mothersunion.org/sites/default/files/resources/public/How%20to%20Zoom.docx>

There is also a guide for those who wish to join the Zoom call by phone:

<https://www.mothersunion.org/sites/default/files/resources/public/How%20to%20Zoom%20by%20phone.doc>

Setting up your meeting with a Zoom account is the probably the best option as it gives additional features and some dioceses have chosen to subscribe to Zoom. You will need to contact your diocese for details of setting up a meeting through their Zoom account.

You can use a free Zoom account for a 40 minute meeting. The limit on time shouldn't present a problem as virtual meetings demand a level of concentration and can be tiring even for those who are just listening, but you don't have all the features of a subscribed Zoom account. Anyone can register for a free Zoom account to host meetings.

How to invite a Zoom speaker

- Choose the topic that interests your group
- Email membership@mothersunion.org with:
 - The speaker you wish to invite
 - At least two date/time options
 - Your contact details

Please use **Zoom Speaker Booking** as the subject of your email and remember that bookings can only be taken between 4th January and 31st March 2021.

- This email will be forwarded to the speaker who will then contact you directly.
- Please allow at least three weeks between sending in your request and when you want to hold your meeting.

Give the speaker some indication of the number of participants likely to be in the Zoom meeting – and don't forget to ask if they want to have any small group discussions, so you can set up breakout rooms in advance (see below).

Running a Zoom meeting

Once the speaker is booked, don't forget to send them the invitation link to join the meeting.

In some instances, the speaker will be working with another person who will be the meeting host to look after the technical aspects of the presentation, such as visuals, facilitating discussion, etc, so the speaker can focus on their presentation. If you have set up the meeting, you will need to transfer the 'host' function on Zoom to this person.

- You can assign the speaker as the host by click on the 'Manage Participants' icon usually found at the bottom of the window.
- The full list of participants will then appear. Find the name of the speaker in the list an hover the mouse over the name, then select the 'More' button. In the menu that will appear, you need to select the 'Make Host' option.
- Another message will then say are you sure you'd like to change the host to <speaker's name>. You then need to click yes so they become the host.

Assigning a new host is particularly useful if the speaker needs to share their screen, for example if they have a presentation alongside their talk. However it may also be useful to ask the speaker to make you a co-host (it is the same steps as above, just select 'Make co-host') so you can still mute attendees or start/stop recordings.

Please click on the link where you can see a more detailed how to on assigning a new host on Zoom: <https://www.howtogeek.com/663590/how-to-change-the-host-of-a-meeting-in-zoom/>

Ask your members to be on mute during the presentation to avoid background noises which are distracting for a speaker. In-talk comments can be made using the chat function.

If there are to be discussion groups, it is best to set up your breakout rooms beforehand. A beginners guide to setting up breakout rooms can be found at: <https://youtu.be/jbPpdyn16sY>

At the end of the talk, the host will invite people to contribute to discussion and manage that part of the meeting.

A suggested outline for a Zoom meeting

- Welcome by local leader (it might be a good idea to ask members to let you know if they intend to join so you have an idea when everyone/most are present)
- Introduce the speaker and, if appropriate, the host.
- Opening Prayers
- Presentation – preferably no more than 20 minutes in length, including discussion and/or questions.
- Thanks
- ‘Notices’
- Closing prayer and goodbyes

Speakers

Growing your branch **Jeanette Appleton**

A presentation to explore ways in which your branch can grow - in confidence, spiritually and in numbers. This talk includes some visuals, in terms of objects, which can be described to those on the phone, as well as resources that the branch can use following the talk.

Jeanette trained as an occupational therapist and has worked in a variety of hospital and community settings and held the post of a Research Associate at Liverpool University in the Institute of Psychology, Health and Society. She has been a branch leader, diocesan trustee, worldwide representative for York province and a member of the central Action and Outreach committee. She is currently Faith and Policy trustee in the diocese of St Edmundsbury and Ipswich.

Available afternoons and evenings, excluding Tuesdays and Fridays

Compassionate Campaigning **Jacqui Armstrong**

Since 2013 Jacqui has steered the twelve diocese in Ireland towards a simple yet meaningful campaign concentrated on gender based violence, and, in particular, domestic violence. Activities culminate with an All-Ireland Vigil during the 16 Days of Activism.

This campaign has at its heart praying, enabling and campaigning. Each year contains fresh impetus and in 2020 this took the form of a 16 Days Prayer Diary, which highlighted many aspects of gender based violence and supports available through church organisations and committees within the Church of Ireland.

Jacqui's presentation demonstrates how little steps can over time can become large strides.

Please talk to Jacqui about her availability.

'Blessing Bag' Project

Irene Boyd

A talk about this project developed in Clogher diocese during lockdown when a 'Blessing Bag' was given to each Mothers' Union member and all the clergy in the diocese to bring encouragement. The bag included practical advice and fun activities as well as spiritual guidance in the form of prayers and insightful scripture prepared by some trustees.

Irene has been the diocesan president in the diocese of Clogher for the past 5 years. She worked in Primary Education for 32 years and is married to Robert, a sheep farmer in beautiful County Fermanagh. "My faith in the Lord Jesus Christ as Saviour and Lord equips, encourages and strengthens me with hope and confidence to serve the Lord through the work of Mothers' Union."

Available afternoons and evenings

Shared faith and fellowship worldwide

Jill Cannings

The experience of visiting our link diocese of NECA (North Eastern Caribbean and Aruba). A short talk with images and the opportunity to ask questions.

Jill has been a Mothers' Union member for 38 years, becoming more involved since her retirement from various roles in social care. She has been a branch leader and is now diocesan president of Peterborough. She is committed to the worldwide aims of Mothers' Union. She is also a lay minister/Reader.

Available afternoons and evenings

Faith, fun and fellowship – building on solid roots and growing new shoots

Jill Cannings

Encouraging and growing our membership – even when it is difficult to meet face to face. A short presentation with the opportunity to ask questions.

Jill has been a Mothers' Union member for 38 years, becoming more involved since her retirement from various roles in social care. She has been a branch leader and is now diocesan president of Peterborough. She is committed to the worldwide aims of Mothers' Union. She is also a lay minister/Reader.

Available daytime and evenings

Cooking with the ladies at New Hall Prison – a rewarding experience

Margaret France

Margaret joined Mothers' Union about 12 years ago and soon realised the wonderful work being undertaken around the world. She prayed that she would be guided into something she felt strongly about – never thinking it would be in the Mother & Baby unit of New Hall women's prison in Wakefield. This work opened doors the Cookery Project and Margaret knew this was her calling.

This is primarily a talk, so suitable for those who wish to join by telephone.

Available anytime, except Wednesday or Friday evenings.

Domestic abuse and the way back

Sylvia Hickey

Sylvia is a domestic abuse survivor and has been trained via her local Police and Crime Commissioner to be a 'Domestic Abuse Champion' enabling her to access information with which to direct domestic abuse victims and survivors. Her talk, which lasts about 15 minutes, aims to prove that with support and determination, there is a positive way back. There will be an opportunity to ask questions.

Sylvia is a vice-president in the diocese of Newcastle and the diocesan representative on the Community of Interest for domestic abuse. She has an adopted son, a granddaughter and a great grandson, all of whom present varying health and emotional problems. She has an extremely supportive second husband.

Available daytime and evening.

Ministry of Cake

Karen Hill

A simple project for branches/deaneries to engage with their local hospital by providing cake for the staff primarily, but also for parents and children in the hospital. This is an outreach project which uses our strengths, brings in new members and raises Mothers' Union profile at a grass roots level. A talk with the opportunity to ask questions.

Karen has been a member of Mothers' Union for 28 years. She has held many offices during this period and is currently the diocesan president for Chichester. She has a passion for grassroots project work led by prayer.

Available daytime and evening

Hayley's Wish List

Karen Hill

A follow on story from the Ministry of Cake, highlighting other projects that are easy to become involved with and support maternity units and children's wards. These include emergency wash bags for maternity and children's wards, memory bags for neo natal unit, - and then there's Hayley's Wish list!! A talk with the opportunity to ask questions.

Karen has been a member of Mothers' Union for 28 years. She has held many offices during this period and is currently the diocesan president for Chichester. She has a passion for grassroots project work led by prayer.

Available daytime and evening

From handbags to utility belts

Deborah Munday

Deborah offers her reflections on her life as a Christian Woman Police Officer. From the days of the TV series 'Ashes to Ashes' with WPCs wearing skirts and carrying a handbag with a mini truncheon at the bottom of it, through to the trousers and utility belt and vest of today with all the modern equipment.

Deborah is currently the provincial representative for Scotland and is diocesan president for the diocese of Moray, Ross & Caithness. She continues to be a member of the Christian Police Association.

Available daytime and evenings.

Moral Injury

Dr Sarah Troughton

Moral Injury is a general term covering all areas of trauma and the impact it has at ethical and moral levels. The Church and Mothers' Union alike should engage with Moral Injury, with special emphasis on injury to the soul. This is an intergenerational issue which involves us all as Christians and Sarah presents this as a talk.

Sarah is an Associate Specialist in Psychiatry, working in Addictions Psychiatry and Veterans Psychiatry. She is also the Associate Dean for Veterans Health for Health Education England. She has had significant involvement in working with victims and perpetrators of domestic violence and sexual exploitation and has a particular interest in trauma and its impact. She is a Mothers' Union member, married with two teenage children and a committed Christian very involved in her local church.

Sarah is available to speak at evening meetings.

The Safe House in Mara, Tanzania

Julia Tum

Julia visited the Safe House project, which looks after girls and young women fleeing from genital mutilation, as a member of a diocesan link visit to Tanzania. This is primarily a talk, so suitable for those who join by phone.

Julia is retired after a lifetime teaching, lecturing, administering and researching in catering. She enjoys bell-ringing, walking, and helping to further faith and understanding in her local church. Rock and Roll is another interest. Her mother was an avid Mothers' Union member for many years and she is following in her footsteps, currently leading the Rastrick branch of Leeds diocese. She also climbed Kilimanjaro whilst visiting Tanzania!

Available daytime and evenings.