



Policy Location:	GSA - 11	Created: 9/19/2025
Title:	Online Meeting Policy	Revised: (date)
Policy Owner:	Administration Shared Ministry Team	
Associated Documents:	GSA – 1 Administration Shared Ministry Team Policy; GSA 11a Online Meeting Covenant Example	
Last Reviewed:		

Policy

Purpose:

To create a respectful, inclusive, and purposeful engagement in online meetings/activities.

We commit to creating virtual spaces where all participants feel safe, heard, and respected. To support this goal, all participants in online meetings (including Zoom or other platforms) are expected to:

1. **Speak respectfully** – One person at a time, avoiding interruptions, talking over others, or belittling comments.
2. **Stay on topic** – Keep contributions relevant to the meeting’s purpose and agenda.
3. **Honor time** – Be concise and mindful of allowing space for all voices.
4. **Address personal concerns outside the meeting** – Use appropriate channels for grievances rather than raising them during group discussions.
5. **Refrain from harmful speech or behavior** – No verbal attacks, harassment, discrimination, or inflammatory language.

The meeting leader, co-host, or designated facilitator is entrusted to uphold this covenant and ensure a safe and productive environment. If a participant’s behavior violates these guidelines, the leader may:

- Offer a verbal reminder of the covenant.
- Mute the participant if disruption continues.
- Remove the participant from the meeting if necessary.

Procedure

Online Meeting Conduct Policy

The meeting leader will monitor participation and intervene when necessary to maintain a respectful and constructive space. Disruptive behaviors — including repeated interruptions, off-topic or inappropriate remarks, personal attacks, or aggressive speech toward staff or participants — will not be tolerated.

In the interest of maintaining community safety, leaders may end the meeting early if disruptive behavior cannot be resolved.



Confidentiality of private information must be maintained in all online gatherings. Sensitive information shared in a meeting should not be repeated outside the meeting without permission.

By joining our online meetings, participants agree to abide by this policy, knowing it reflects our shared values.

Zoom & Online Meeting Platform Guidelines

1. The congregation's primary online meeting platform is Zoom.
 - a. Host privileges are granted to program staff or designated facilitators.
 - b. Co-host privileges may be granted to volunteers assisting with meeting logistics.
2. Online meetings will be scheduled with features enabled to promote respectful participation, including:
 - a. Waiting room access control.
 - b. Muting participants upon entry.
 - c. Screen sharing by host or co-host only.
3. If a participant is removed from a meeting for violating the policy, they may not rejoin unless explicitly invited back by the meeting leader.
4. The meeting leader will document serious or repeated violations and share them with the Administration Shared Ministry Team or minister for follow-up.
5. Participants are encouraged to enable their video when possible to support connection and engagement, though this is not required.
6. Chat functions should be used for questions or relevant comments, not side conversations or personal grievances.

Confidentiality & Safety

1. All participants must refrain from recording meetings unless explicit permission is granted by the leader and all participants are informed.
2. Confidential information or pastoral matters discussed in a meeting are not to be shared outside the group without consent.
3. Threatening, abusive, or discriminatory language will result in immediate removal from the meeting.