

## Cross of Glory Lutheran Church    Brooklyn Center, MN



Dear Cross of Glory Members and Guests:

Even though we cannot be together physically, we have created several options to allow us to still worship together as the Cross of Glory family:

- 1.) Print: We can mail church service “bulletins” with full text and sermon. Contact the church office if you would like to be added to the mailing list by calling 763-533-8602.
- 2.) Email: We email church service “bulletins” with full text and sermon. Contact the church office if you would like to be added to the email list ([office@crossofglory.us](mailto:office@crossofglory.us)). These are also available on our web site [www.crossofglory.us](http://www.crossofglory.us) on the home page and Sermon Library page.
- 3.) Telephone: At 9:30am each Sunday and 7pm on Maundy Thursday (April 9) and 7pm Good Friday (April 10) you can call (312) 626-6799, enter Meeting ID “802 502 5123”, press “#” and when asked for a participant ID, just press “#” again. Enter password “433131” and press #. You will join a “conference call” to listen to the service.
- 4.) Website: The current service is available on our home page at [www.crossofglory.us](http://www.crossofglory.us) along with the current bulletin. A number of recent bulletins and services are also available on our “Sermon Library” page.
- 5.) Video Conference: Each Sunday morning starting at 09:30, and 7pm on Maundy Thursday (April 9) and Good Friday (April 10) we will be using “Zoom,” a video conference application. Visit <https://www.zoom.us> and click on “Join A Meeting” at the top of the page, then enter Meeting ID “802 502 5123” and password “433131.”

Detailed instructions on how to participate in each option are on the following pages.


We pray that each member and guest of our congregation will be able to find new and meaningful ways to experience the love and grace of Christ during this period of reflection and introspection. Stay healthy! Stay connected! But, stay home!

Sincerely,

Cross of Glory Church Council and Staff



**Worship Participation Detailed Instructions:**

- 1.) **Print** – Contact the church office at 763-533-8602 to be added to the mailing list.
- 2.) **Email** – Email the church office at [office@crossofglory.us](mailto:office@crossofglory.us) to be added to the email list. The service order is a .pdf file attachment.
- 3.) **Telephone:**
  - a. Just before service time, call (312) 626-6799. You will get an automated greeting from Zoom.
  - b. When prompted, enter Meeting ID “802 502 5123” then press “#”.
  - c. When asked for a participant ID number, just press the “#” key again (advanced users can enter a participant ID and press “#”).
  - d. Enter password “433131” then press “#” again.
  - e. The system will welcome you and you should hear the service when it starts.
  - f. You can control whether or not the system has your audio muted by hitting “\*6” on your phone. You will be automatically muted.
  - g. There will be a time for conversation after the worship service.
- 4.) **Website:**
  - a. Go to the web browser on your phone, pad, or computer
  - b. Enter “<http://www.crossofglory.us>” to browse to our page.
  - c. Our home page has the most recent video. You can hit the play button arrow  at the bottom left of the video to watch.
  - d. Also on the home page is a link to the current bulletin.
  - e. Services and bulletins can also be found by selecting “Sermon Library” from the site menu.
- 5.) **Video Conference:** We are using Zoom, a widely used video conferencing program recommended by the ELCA. It is easy to install (see below). Excellent instructional videos are available by going to YouTube.com and searching for “Zoom installation” or “Zoom tutorial.”
  - a. We recommend using Zoom on your computer because of the larger screen, but you can use it on your phone or other smaller devices.
    - b. *For Computer Users:*
      - i. Go to “[www.zoom.us](http://www.zoom.us)” in your web browser.
      - ii. Click on “**Join A Meeting**”
      - iii. Enter Meeting ID **802 502 5123** and password **433131**.
      - iv. If you have not used Zoom before, you will be prompted to download and install Zoom.
      - v. Each time you are asked for permission for something, such as “make changes to your device,” “accessing your audio,” or “accessing your video,” click “**Yes.**” Giving it these permissions will help avoid trouble using the program and its features later on.
      - vi. It will ask for your name. This will be visible to Cross of Glory participants.
      - vii. Click “**Join with Video.**” (This may vary depending upon your video camera options.)
      - viii. Click “**Automatically Join Audio by Computer when Joining a Meeting**” and then click “**Join with Computer Audio.**” (This may vary depending upon your built-in microphone and speaker options.)



- c. *For Smart Phone or Pad Users:*
- i. Go to your device's application download site and type in "Zoom."
  - ii. Download the Zoom Cloud Meetings App.
  - iii. Open the Zoom app
  - iv. Click "Join a Meeting"
  - v. Enter Meeting ID **802 502 5123** and password **433131**.
  - vi. Each time Zoom asks for permission for something such as "Accessing the Camera," click "Yes."
  - vii. Click "Join with Video."
  - viii. Click "Okay" for accessing your microphone.
  - ix. Click "Allow" for sending you notifications.
  - x. Click "Call using Internet Audio."
- d. *Zoom Application:* Please take a moment to familiarize yourself with the controls in Zoom. Options are displayed differently on each type of device.
- i. On the bottom left-hand corner or top right-hand corner of your screen, you should see a picture of a microphone. Click this to toggle your own microphone on and off. Regardless of this setting, you should still be able to hear other people if your audio system is working correctly. The default for your microphone should be a red "off" (muted). Computer users can click on a "∧" button to the right of the microphone symbol to control some speaker and microphone settings.
  - ii. Next to the microphone symbol, you will see a video camera symbol. This is also a toggle switch that controls whether or not other people can see you. The default is "on." Computer users will have a "∧" button next to the video camera to control other settings.
  - iii. Ignore the "Share Screen" or "Share Content" button. This is only used to display your personal view screen to others in the meeting.
  - iv. The "Participants" button will show you everyone logged into the meeting. You can send chat messages to the group or one person. During our service, everyone will be muted.
  - v. Computer users have a toggle switch on the upper right-hand corner which switches between "Speaker View" (shows the video of the service or person speaking) and "Gallery View" (shows everyone in the video conference).
  - vi. Phone users can switch between "Speaker View" and "Gallery View" by swiping left or right on the main screen. Keep swiping to see other participants. Double tapping an image will "pin" it to stay visible for you - "unpin" it by double tapping again. Pad users will have buttons for these controls on the left side. Both phone and pad users will find it easier to see if you hold the device on its side like a computer monitor screen instead of upright.
- e. *Advanced users:* Feel free to create your own Zoom username and password and login to create your own meetings and connect with other people within Zoom.
- f. *Questions or problems?* Please feel free to reach out to Erik Haugland at **(909) 800-9094** and he will do his best to help you. Members of the Church Council have all successfully used this program and (may!) be able to offer some guidance too. Also, remember that YouTube has a number of helpful instructional videos for Zoom users. Thanks and God Bless!