

Hi Leaders -

To move a group online my first recommendation would be to contact your group and see if there is already someone in the group with experience using an video meeting platform. If there is someone, have them in charge of setting up the online meeting time with the platform they are already familiar with. If not, here are a few options I'd recommend.

For Facebook:

- Facebook group video chat is an easy way for people to have a group video call for folks who are already on Facebook and familiar with it.

- It will allow a group up to 50. Groups of 6 or less you will see everyone's face at the same time. Larger groups you will just see the picture of whoever is speaking.

- If you are on a computer with a camera (laptops are great for this) you simply open messenger (the icon is on the far left of the screen). Then select the person you want to first call. Then hit the camera icon in the top right.

- Once the person answers, by hovering your mouse over the video there will be an icon to add people. Simply add whoever you want to the conversation.

- Once you have had the group video, the group should be saved so you can call the whole group at once in the future.

- If someone is using a phone they will need to have the Facebook Messenger app on their phone. This is a separate app from the Facebook app itself.

- Once in the Messenger App on the phone its very similar. Select the person, hit the video call icon, add people as you want.

For Zoom:

- Go to Zoom.us and create an account.

- Go to 'Resources' and 'Download Zoom Client'

- Download Zoom Client for Meetings

- You will then be able to set up a meeting, email the meeting link to your people. When they follow they link they will be directed to download Zoom themselves and then go straight to your meeting.

- The free account allows 40 minute calls. You can always just hang you and call right back. If you find yourself where you need a paid account and no one in your group already has one for work, email tim.k@hcbellingham.com

Resources for leading on-line small groups:

First time allow 10 minutes for people to arrive and get adjusted to the technology. This may be new for many of them. (You may want to practice with a few people ahead of time.) After the first week this can be used as catch up time.

A few items of etiquette that could be helpful to share with your group.

- When not speaking have people mute themselves. (This will help with excess background noise. They can unmute when they want to speak.) If using zoom the owner of the zoom account can also mute people if needed.
- Can use chat box if you want everyone to respond. Could have people write their prayer requests here and then can spend time praying together for them. (Works better if people are on a computer.) Could also use a google doc so there is a record of these prayer requests. Then everyone for a group can have access even if they are unable to attend. Could ask one person to be the note taker.
- If you're using zoom you can break people up into break out rooms. You can either do this randomly or assign groups. You can have any number of groups so people could pray in pairs, triads, men/women etc.

Potential online meeting schedule:

- 10 minutes – A good ice breaker questions. From experience this can be harder on-line rather than in person.
- Pray for the group as you get started.
- 20 minutes – Bible study, could share screen with Bible passage on it or each person has Bible
- 10 minutes – Application
- 10 minutes – Pray for One another.

Potential Small Group Jobs in this new season

- Prayer Coordinator/ Takes notes -emails them to the group after each small group or maintains a google doc with prayer requests.
- Check -in coordinator (need a better name) someone willing to call each person in the group once during the week to make sure they are doing OK and if there are any needs.
- Service Coordinator – coordinate needs of the group and keeping group apprised of opportunities to serve the large community