Keeping your church community connected during the Coronavirus shutdown

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"Like a tree planted by the river... produces fruit in season" Psalm 1:3

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Introduction

- Accredited Baptist Minister

- Portfolio ministry through RiverTree Ltd.

- Mission Enabler for the Eastern Baptist Association
  - Delivered an online training session for Renew Wellbeing
- Pioneer Ambassador for Baptists Together
  - Hosted an online event for 20 or so leaders of Baptist mission initiatives
- Resourcing Lead for Fresh Expressions
  - Have pioneered the *mission-shaped ministry online* course

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One-to-One, One-to-Many and Many-to-Many

One-to-One | One-to-Many | Many-to-Many

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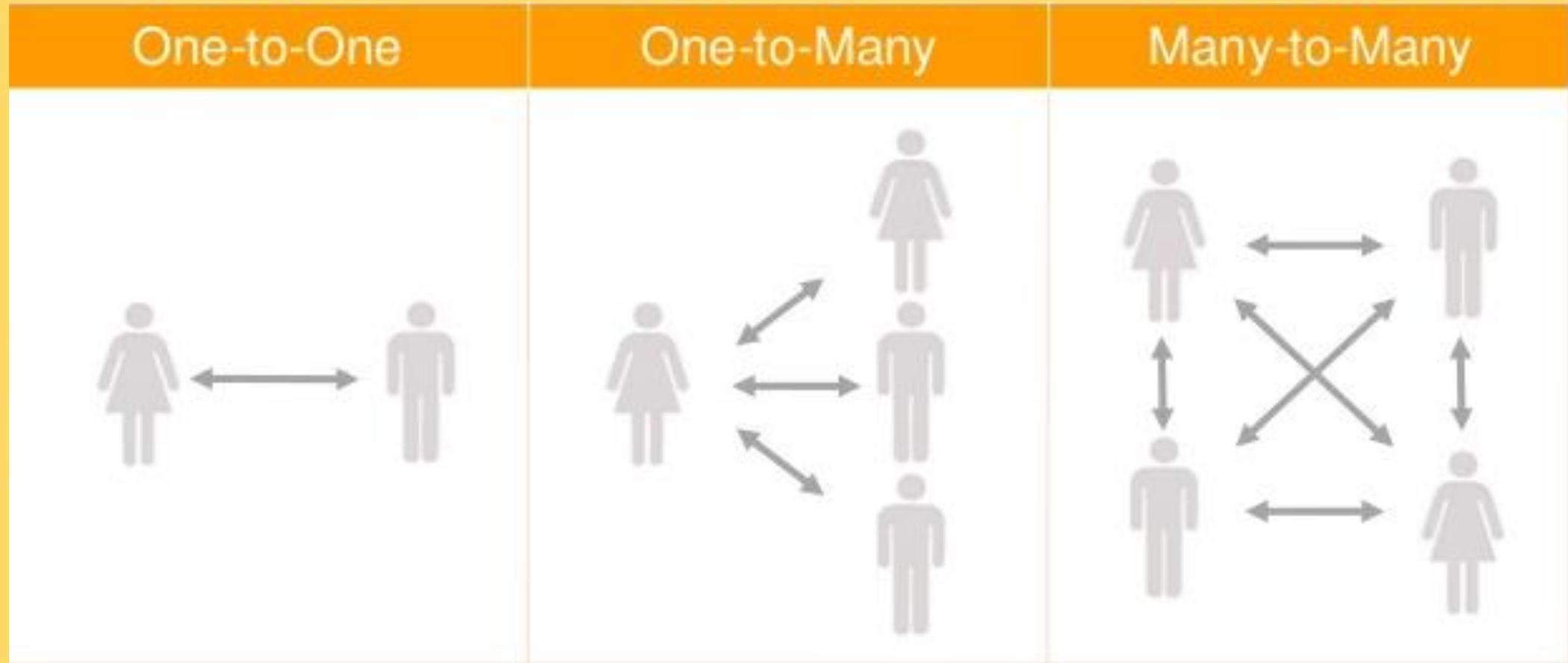
One-to-One

Audio

• Telephone

Video

• Facebook Messenger

• WhatsApp

• FaceTime

• Skype

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One-to-Many

Video (Live Streaming)

- Facebook Live
- YouTube Live
- Skype Broadcast

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Many-to-Many

Virtual Meeting Spaces

- Zoom
  - Free and Paid versions
- AnyMeeting
  - Similar to Zoom
- Skype / Skype for Business
- Google Hangouts
  - Up to 10 people with contact details
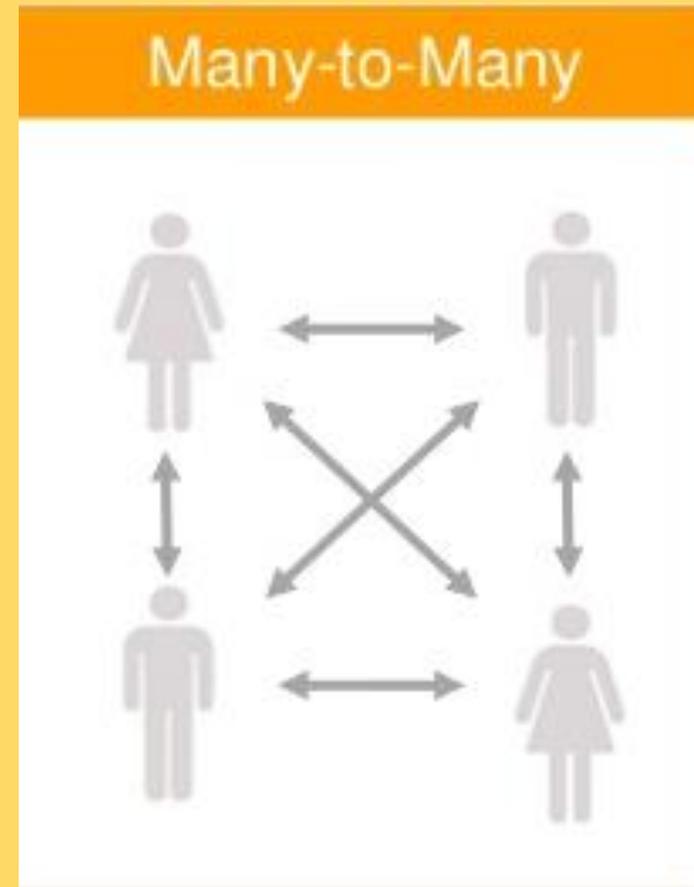
Before we start…

- Recording!
- Sign up and I'll send you a pdf next week with FAQs and the information in the slides…
  - http://bit.ly/virtualchurchpdf
- Referral link for Zoom to generate a donation to Home Mission
  - http://bit.ly/33mP0my

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Zoom: Free vs. Paid

- Free
  - Register for free
  - As long as you like, whenever you like, one-to-one Zoom calls
  - Group calls for up to 40 mins before it cuts out
  - Not all features are available
  - There is a different Meeting ID for each meeting

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Zoom: Free vs. Paid

- Paid
  - Sign up for £11.99 a month per host
  - Up to 100 people in one call
  - You can create a single Meeting ID so that people always know where to go
  - No time limits
  - Additional features, like Breakout Rooms

  - [Increase maximum number to 500 for £51.99 a month]
  - [Multi-host options, e.g. min 10 hosts, £15.99 per host, up to 300 people]

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Paid Zoom Features

- Uses browser on Laptops/Desktops

- Apps available on Tablets and Smartphones

- Dial-in option

- https://zoom.us/j/7930148094

- Meeting ID: 793 014 8094

- 020 3481 5237, 020 3481 5240, 020 3051 2874 or 0131 460 1196

- Call one of these numbers, and enter Meeting ID 7930148094#

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Chat Box

- Ability to type in the chat box to ask questions etc…

- Host has the ability to allow public and/or private chat (or not).

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Share Screen

- Share any open application into the Zoom call

- PowerPoint Slide Deck

- YouTube Video (tick the option to include computer audio)

- Even share the budget on an Excel spreadsheet in a deacons' meeting

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Recording

- Record Zoom calls

- Either in the cloud (1GB max), or
- Directly onto your computer

Polls

- Create interaction through polls

- You could take votes if you use it to host a church meeting

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Breakout Rooms

- Split people into small groups (up to 25 breakout rooms)

- Allocate specific people to particular groups, or

- Allocate people randomly to small groups.

- Host able to 'dip-in' to groups and/or send a message to all groups (e.g. "we'll be coming back together in a one minute").

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Different Screen Views

- Gallery – see everyone

- Speaker – just see the speaker

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Enter Full Screen

Participants (1)

SG Simon Goddard (Host, me)

yes no go slower go faster more clear all

Mute All   Unmute All   More ⌄

Zoom Group Chat

Simon Goddard

To: Everyone ⌄   File

Type message here...

Mute   Stop Video   Invite   Manage Participants   Polls   Share   Chat   Record   Breakout Rooms   End Meeting

Zoom 'Back End' Settings

- Visit www.zoom.us and sign in to access these settings.

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Host Tips

- Ideally, get separate 'tech' and 'host'.

- Use a wired connection if at all possible (important for host).

- Minimise other internet usage (e.g. Netflix, Xbox Live).

- Identify potential distractions (e.g. unplug the landline).

- Host may need to chair – identify who is wanting to speak next.

- Encourage people to mute themselves when not speaking.

- Create space for informal chat as people arrive and leave.

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A reminder

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FAQ #1: Is Dial-In available on the free version?

- Dial-in used to be available on the free version, but in order to cope with the increased demand this feature is now (temporarily?) unavailable if you don't have the paid version.

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FAQ #2: Does everybody have to pay to use it?

- No, only the host has to have a paid account. All of those invited to take part in the online gathering can do so for free.

- The only possible cost is associated with dialling-in as the numbers called are (<u>non</u>-premium) landlines based in London or Edinburgh. Many people have unlimited landline calls in their telephone package, but it's worth making people aware of the potential cost.

- It is possible for the church to pay an extra £100 per month to create a freephone number for congregants to call.

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FAQ #3: Do we only need one 'host'?

- The paid account is £11.99 per host. It's possible to use a shared email address and password to have one account for the church, but you can only host one meeting at a time (unless you use the Breakout feature to split people into different rooms).

- If you're a larger church and you'll be using the virtual space for a variety of ministries, you may benefit from having a number of accounts – e.g. one for the pastor and one for the youth minister.

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FAQ #4: What about copyright?

- Here is what Zoom's [terms of service](#) say:
    - **11. COPYRIGHT.** You may not post, modify, distribute, or reproduce in any way copyrighted material, trademarks, rights of publicity or other proprietary rights without obtaining the prior written consent of the owner of such proprietary rights. Zoom may deny access to the Services to any User who is alleged to infringe another party's copyright. Without limiting the foregoing, if You believe that Your copyright has been infringed, please notify Zoom as specified [here](#).
- Over the weekend CCLI released a new streaming licence – go to https://uk.ccli.com/streaming/ for more information.
- It may also be necessary to have an [streaming licence](#) from PRS.

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FAQ #5: Can I show a DVD through Zoom?

- There may be copyright issues, particularly if it is an 'open' meeting, or being streamed, but technically it is possible.

- You can 'share screen' and choose your DVD playing app (e.g. VLC) on your computer, making sure you tick the box that says "Share Computer Sound".

- Attendees will be able to watch the DVD as it plays on that app.

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FAQ #6: What about YouTube videos?

- There may be copyright issues if you play the YouTube video directly through Zoom.

- It would be safer in terms of copyright to put the YouTube link in the chat box and invite everyone to click on the link and watch the video playing on their own computer – and then 'return' to the Zoom meeting once the video had finished playing.

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FAQ #7: Where do I set up a 'poll'?

- As discussed in the video, it's possible to hold votes during online meetings.

- You can set up polls before your online meeting by going to https://www.zoom.us/meeting/ and then clicking Personal Meeting Room and scrolling to the bottom of that page.

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FAQ #8: How do Breakout Rooms work?

- This feature (in the paid version only) enables you to create up to 25 breakout rooms to send attendees into to discuss, pray etc. in smaller groups.

- It is quickest to allocate people randomly into small groups. If you do this you can recreate these same groups later if you want to bring people back for a plenary session in between discussions.

- It is possible to allocate people in specific groups by creating the rooms and assigning them one by one. You may want to allocate a particular person to 'host' to each room.

- Only the room that the account holder is can be recorded.

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FAQ #9: What's a co-host?

- As the account holder it's possible to identify someone as a co-host of a meeting so that they are able to deal with some of the technology on your behalf.

- It's also possible to make someone else the host if you (as account holder) have to leave the meeting early.

- Another possibility is, in the meeting room options, to enable the "allow attendees to join before host" and this apparently creates the possibility of a meeting without the host.

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FAQ #10: Can I turn off my webcam?

- Indeed you can – as well as muting the microphone. In either case click on the icon in the bottom left hand corner of the screen to toggle audio and video off.

- It might be worth alerting your attendees to this possibility – and to remind them that with them both on it's possible for everyone to hear and see them.

- *There are some viral examples of people taking the phone into the bathroom with them, with some embarrassing outcomes!*

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FAQ #11: What is the 'Mute All' facility?

- It's also possible for the host/account holder to switch off the video and/or microphone of any or all of the participants.

- 'Mute All' and 'Unmute All' is how all audio is switched off – and this can be helpful to minimise background noise when the group is large.

- Be aware that if you have people dialling in they may not easily be able to unmute themselves. They can do it by typing *6 on their keypad but they need to be advised beforehand.

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# FAQ #12: What about the 'Waiting Room'?

- One useful feature is the 'Waiting Room'. If this option is toggled on then attendees first go into what we might call a 'virtual vestibule' where they wait to be admitted by the host.

- This can get annoying for a large meeting when you have to admit everyone one at a time.

- It is very useful, however, if Zoom is used for a series of confidential pastoral meetings, and it stops people 'dropping in' unexpectedly.

- It's also possible to create a password that needs to be entered to access a particular meeting, or to require registration beforehand.

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FAQ #13: What's the Whiteboard facility?

- One useful tool, particularly for using the software for ministry amongst children and young people is the Whiteboard.

- This create a shared screen that everyone can write and draw on by clicking the 'annotate' function.

- It's possible to save these works of art for later reference…

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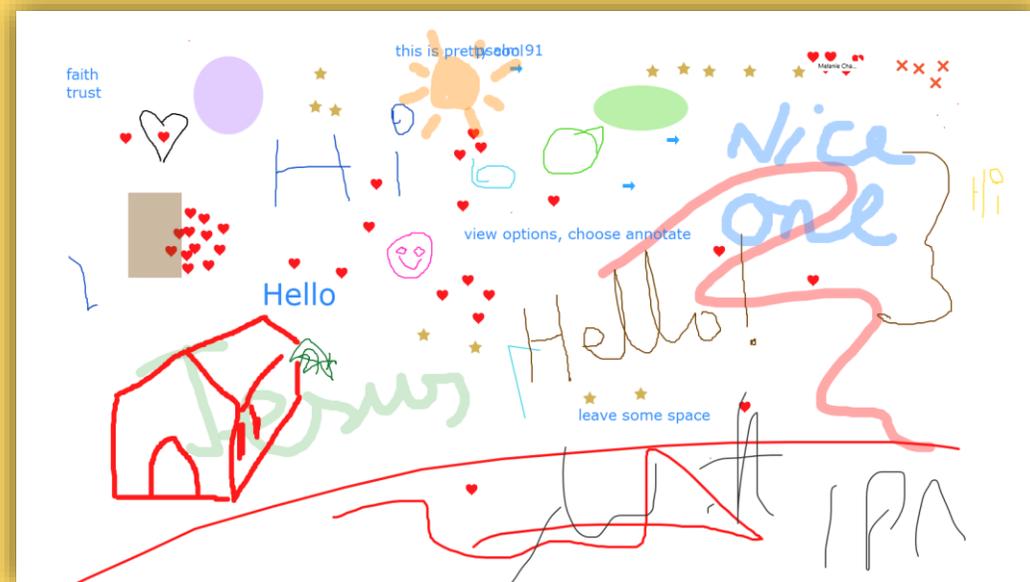
FAQ #14: Is there a discounted version?

- If you're signed up to a service like Charity Digital Exchange you may be able to purchase a discounted annual subscription to Zoom.

- Check out https://www.charitydigitalexchange.org/category/donor-partner/zoom for more information.

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FAQ #15: Can other people share their screen?

- It's possible for the host to allow other attendees to share their screen – enabling the treasurer to share the budget in Excel, for example.

- Beware of the 'share screen' function, however, as it's possible to other open windows, like your email client (which may contain confidential information).

- If you allow others to share, advise them of this potential problem too!

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FAQ #16: Technical problems?

- Whilst most people will be able to access the meeting relatively easily, there may be one or two people who struggle.

- In my experience, Safari and Internet Explorer can cause the most problems, although not everyone using these browsers has problems.

- Also, it's less intuitive to use the software on smartphones and tablets as you have to scroll and tap and access different menus to access all of the features.

- Always use a laptop/desktop if you're hosting a meeting that needs anything more than the most basic of meeting features.

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mission shaped ministry online

equipping you for a lifetime of good practice and learning in planting and sustaining fresh expressions of church

I hope you don't mind me ending this pdf with a little advert...

The **online** version of the *mission shaped ministry course* will be starting again in September 2020 and once churches have responded to the current dramatic change in circumstances, this may be the right opportunity to become more missional and explore fresh ways of being church.

If you'd like to know more visit: www.rivertree.org.uk/msmonline

Hosted by RiverTree in partnership with:

fx fresh expressions

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