

# TPCC ONLINE GROUPS

## HOW DO I LEAD MY GROUP ONLINE?

This current crisis has created an unprecedented opportunity for us to innovate. Thanks to technology, groups can still meet and stay connected. We need connection now more than ever. Our groups are the heartbeat of our church and your leadership is a huge part of what will take us through this season! In light of current restrictions we recommend that all groups move to online gatherings and connection. Many of you will be able to meet online in the same rhythm as before, while others might need to consider making changes, such as married groups moving to have men and women meet at separate times. Get creative and innovate! Here are some places to start.



### ZOOM.US

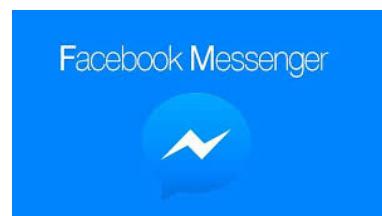
- Set up a free account at [zoom.us](https://zoom.us)
- Click "schedule a meeting"
- Set up your meeting and email the link to your group
- Group Members do not need accounts or downloads

(Note: free accounts stop at 40min. Prep your group & simply have them hit the same link again to start another 40min. A paid account, or education related email will remove limit)



### SKYPE.COM

- Set up free Skype account
- Under "products" click "meet now", then click "create a free meeting"
- Email the link out to your group.
- Group Members do not need accounts or downloads



### MESSENGER.COM

- Open Facebook Messenger on web browser or mobile app
- Click "New Message" button to add Facebook friends to the group chat
- After adding contacts, click the "Video Call" button to start video chat

(Note: all households must have a Facebook Messenger account)

## WHAT SHOULD BE MY FOCUS AS I LEAD MY GROUP?

### CARE

Care well for your people. Connect individually, allow more time for prayer and processing. Be especially aware of tangible needs the group could meet and lift up.

### CLARITY

Limited face to face interactions are a challenge. Fight for clarity on what you are doing and how you do it. Overcommunicate!

### CONNECTION

Be creative & frequent in helping your group stay connected. Use text, GroupMe, Email, etc...to stay connected. Share prayer requests, Scripture, & ways you can make a difference!

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## BEST PRACTICES AND ONLINE ETIQUETTE

**Meeting online for small group is going to be outside of some comfort zones. Use these best practices to eliminate possibilities for awkwardness. You'll have a better overall experience and diminish potential distractions. Give yourself and your group grace as you adjust. Each time you meet it will get better!**

**Test your settings before your meeting begins.**

- Ensure you know how to adjust your mic, speaker, and camera. Also make sure you know how to mute and unmute yourself.

**Make sure your video feed has sufficient lighting.**

- Lighting works best in front of your face, not behind (window in front of you not behind). Don't be a shadow.

**Center your face in the video camera.**

- Nobody wants to focus on your forehead, your neck, or miss you altogether. Position your camera at eye level, or slightly above.
- It might be helpful to set your device on something to hold it at a natural level.

**Select the quietest room you can find.**

- Turn off anything making noise in the background like your TV or dishwasher (or child! OK that might be a bit tougher).

**Only use one device per household.**

- When two devices are used in one location, it can produce annoying noises (feedback).

**Mute your computer unless you're talking.**

- If everyone's mic is turned on, you may pick up noise in the background, or small interruptions may be hugely distracting. The best policy is to mute yourself when you are not talking. This is especially important the more people you have on a call.
- If you are muted, use body language like nodding your head and looking at the screen so people recognize that you are listening and engaged.
- Create a plan for participants to indicate if they would like to talk. Like raising a hand, answering in a specific order, or dropping a comment in the chat box.

***Group Leader, as we step further into this online world be sure to keep those 3 C's in mind (Care, Clarity, Connection). Oh, and have fun! The world is desperate for hope and help and we are in a prime position to deliver it. Know that the Groups Team is here for you every step of the way. So reach out if you need anything. You can contact your groups team member directly or email***

***[groupsteam@tpcc.org](mailto:groupsteam@tpcc.org)***