

INTRODUCTION

Rod Gray

Online Campus Pastor

- **Zoom Practices Refresher**

1. Test your equipment
 - * Speaker level
 - * Microphone level
 - * Turn microphone on (Click on microphone icon)
 - * Option: Use earphones, air pods if you can't hear yourself
 - * Turn video camera on (Click on the video camera icon)
 - * *Take a practice run prior to the meeting to make sure everything is working and ready to go!*
2. Choose an appropriate background
3. Control your environment around you.
 - * Take away all potential distractions in front of you, behind you and to either side of you!
4. Wear proper attire
 - * As a leader, wear comfortable, business casual (please no tank tops or spaghetti straps!)
5. Avoid any and all distracting behavior
 - * Be present and engaging with your group
 - * Don't work on other tasks while leading/hosting (i.e. No dogs or cats on your lap!)
 - * Always look directly into your screen using good eye contact with your group.
 - * Stay away from eating and drinking during your meeting (No gum chewing!)
 - * If you're sitting, stay seated. If standing, stay standing and make sure you're hosting from a stand-up desk.
6. Don't talk over each other
 - * Make sure all attenders are using common courtesy. If someone is talking, wait your turn!
 - * Encourage attenders to use the "blue raise hand icon" when they want to talk
 - ✓ As the Host make sure to recognize the "blue raise hand icon" when someone is waiting to talk (Use the chat box to personally let them know they are next to share)

ZOOM LEADER KICKOFF (ZLK)

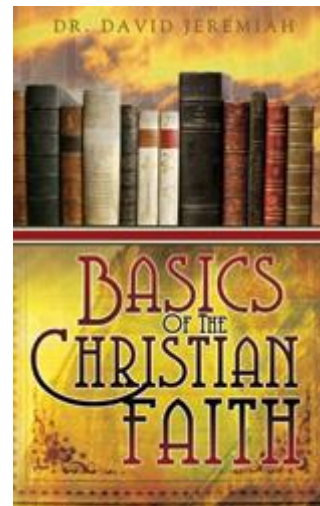
- * Mute (Click on the mute button) yourself when not talking.
Screenshot *Mute*
 - * Unmute (Click mute button again to unmute) yourself when it's your turn to talk
 - * Use the "Chat" box to communicate when someone else is talking.
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- **Facilitating A Zoom Group**
 - * How to join a Zoom Meeting - <https://youtu.be/hlkCmbvAHQQ>
Screenshot *Join Meeting*
 - * Scheduling a meeting - <https://youtu.be/LE2w9tRpF4I>
 - * Basic Zoom Meeting Controls - <https://youtu.be/78fn4r6fhns>
Screenshot *Leader Controls*
 - * Schedule Group Meetings with Google Calendar - <https://youtu.be/E0XmIIXcrEY>
 - * Schedule Group Meetings with Outlook Calendar - <https://youtu.be/qAcBqSyZeq0>

 - **Leadership Opportunities with the Online Campus**

Scott Pittman

Pastor of Evangelism and Connection

- **Leadership Opportunities with Evangelism and Connection**
- **Discipleship Groups**
 - * For New Christians, going over the basics of our faith
 - * Using the book, "Basics of The Christian Faith" by Pastor Jeremiah
 - * Each week we would go over a chapter:
What the Bible says about..
 - Salvation
 - Eternal Security
 - Baptism
 - Prayer
 - God's Word
 - Evangelism
 - Spiritual Gifts
 - Church Membership
 - Communion
 - Christian Service
 - Tithing
 - Christian Fellowship



- If you know of a new Christian, they can sign up a group online or at the White tent.
- If you would like to use this book as curriculum for your small group.
 - * Contact my office phone (619) 590-2109 or email me at scott.pittman@shadowmountain.org

Dale Bacon

Pastor of Small Groups

1. How to be Present on Zoom

- S** _____ **Face people** - Turn your shoulders, square off to them.
- O** _____ **posture** – Adopt a posture that is not crossed or closed.
- L** _____ **slightly forward** - Shows interest and intensity, not casual.
- E** _____ **contact** - Maintain good eye contact with the person speaking.
- R** _____ and keep it natural.

2. The First Night & a Typical Night

First Night - Covenant Night

- 35 minutes: People arrive and get comfortable in Zoom.
- 5 minutes: Pray together.
- 20 minutes: Get acquainted or reacquainted with “Ice Breaker” questions. Work the circle.
 - a. Ask Small Groups for a copy of the “Ice Breaker” Document.
- 30 minutes: Small Group Covenant (more on this later).

Typical Night - The “Bucket” Metaphor

- **The buckets** (*not in any particular order*)
 - _____ - Helping group members connect relationally, helping them matter to each other
 - _____ - The sermon questions
 - _____ - Sharing struggles, difficulties, victories and praying for each other
 - _____ - Announcements, planning for service projects or socials, logistics and coordinating

3. Leading SG Discussion - The Parts and Pieces

https://www.shadowmountain.org/Content/HtmlImages/Public/Documents/General/SmallGroups/2020LeadershipPackets/LeadersNotes_200724.pdf

THE SERMON BASED LESSON STRUCTURE - THREE PARTS

- “Getting Started”
 - The person most ready to talk about the small group lesson at SG is the _____ - *they need to catch up with you.*
 - This section helps your people to _____ - *it gets them engaged and ready to interact with the topic.*
- “Digging Deeper”
 - We are trying to do two things in this section:
 1. Point at what the _____ says about the topic - *through the sermon or through additional Bible passages.*
 2. Talk about how that biblical truth applies to the _____ - *What does the truth mean in the real world?*
- “Bringing it Home”
 - This section is about how we can _____.

4. The Covenant

https://www.shadowmountain.org/Content/HtmlImages/Public/Documents/General/SmallGroups/Resources/Covenant%20-%20new%202019_2020.pdf

- Groups that go well do so because they’ve made a _____ to each other - *It’s the way relationships work.*
- A covenant serves one core purpose for a small group - *It clarifies expectations by telling people two things:*
 1. Here’s what to _____ in our group (Here’s what’s coming).
 2. Here’s how to _____ in our group (Here’s what’s required) - *Here’s how our group works.*

5. Praying in the Group

- Avoid “_____” and just model **talking** to God - *use your voice and your vocabulary when praying.*

- Don't assume everyone is _____ praying out loud, *so make sure people know it's not mandatory.*

6. Keep yourself filled up as a leader

- Plan on coming to our Zoom Leadership Communities (ZLC)

7. Final Thoughts...Steps to Leading a Small Group

- Don't fear silence - Get comfortable with silence and use it effectively.
 - a. Let silence become a productive tool for the Holy Spirit to use.
 - b. Give them simple instructions on how to use silence in the group.

Examples:

- "Just take a minute to think about this...contemplate this thought/question a bit."
- Help your group handle silence
 - Tell them that silence is okay and they can use it to hear the Holy Spirit nudging them.
- The goal of the discussion is that they are talking more than you.

8. "Ask," don't "read" questions

- Use your speaking voice and your language. If needed, re-write the questions using your own writing voice.
- Be sure to actually ask the question, instead of saying, "What did you all get for number one?"

9. Throw it to them first - *Almost always let them have the first shot at answering a question.*

- Help others engage first when a question comes up in the group. So, if someone asks a question you can respond with:
 - "How would you guys answer that?"
 - "Who will get us started on that?"
 - After the group has had plenty of time to respond, feel free to weigh in and model appropriate levels of sharing and vulnerability to your group members.

CONCLUSION

Start filling your group – Watch this video for ideas and tips!

<https://www.youtube.com/watch?v=Zood3QPilGk>

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