

Small groups using Baptized into Christ booklet and CD via Zoom. DRAFT

Individual Small Groups can be conducted much the same as an in-person groups with the following adjustments for using Zoom:

1. Group leader will need *Baptized into Christ* booklet and CD, optional for other participants.
2. Paid Zoom account will be necessary for the ability to go longer than 40 minutes.
3. Zoom invitations need to be issued before each meeting.
4. Participants may need assistance with Zoom initially.
5. Sound works best when the CD has been copied to laptop.
6. Participants should mute themselves during the guided meditation and preferably turn off video as well to avoid distractions.
7. Artwork images downloaded from internet provide best quality of image to share using Zoom Screen Share.
8. Participants should unmute themselves and turn video back on at the conclusion of the meditation in order to continue with group discussion.

Large Parish Group with Small Breakout Groups requires more technical support and planning. In addition to the above, the following will be helpful:

1. Work with a group of 3-4 coordinators. All should have *Baptized into Christ* booklet.
2. Including coordinators, have minimum of one person per each 6-8 participants to serve as small group leaders, and one person to handle the technical aspects of Zoom.
3. Advertise through parish communication.
4. Set up a process for participants to register and provide phone, email and home address. Google forms through the parish has worked well.
5. Offer Zoom assistance to participants prior to start of 6-week program.
6. Participants and small group leader are assigned to small groups at the conclusion of registration and remain the same throughout 6-week program.
7. Set an agenda for each weekly meeting. Consider the following:
 - a. Optional social time (+/-15 minutes) prior to official start of meeting.
 - b. Opening prayer with full group led by one of the coordinators
 - c. Week 1 – overview of how each week would proceed.
Succeeding weeks – brief meditative review of previous week’s topic and discussion, and time for a few comments - led by one of the coordinators.
 - d. Introduction of week’s artwork –background of work presented by one of the coordinators and image shared via Zoom Screen Share.
 - e. Introduction of week’s scripture passage – read by one of the coordinators.
 - f. Participants asked to mute and turn off video – meditation recording started
 - g. At conclusion of medication recording, participants are asked to unmute and turn off video.
 - h. Participants moved to assigned breakout rooms by Zoom tech person. Artwork may be shared via Zoom Screen Share with each small group during discussion.
 - i. Small group discussion takes place for balance of hour (+/- 30 minutes) – each with a leader.
 - j. Return to full group (tech support handles) for closing prayer.
8. Communication
 - a. Zoom invitation and text for week’s scripture sent weekly – 4 days prior to meeting and the day of meeting.
 - b. Image of artwork from the week’s meeting emailed to participants on the day after each meeting.