



PRESTONWOOD BIBLE FELLOWSHIP

DIGITAL MEETING GUIDE

WHY?

In lieu of the coronavirus (COVID-19) global pandemic and the Center for Disease Control and Prevention (CDC) group gathering guidelines, it is necessary for Bible Fellowship leaders to consider creative community meeting environments. We encourage all Bible Fellowship leaders to determine what is best for their group and do all in their power to continue to “meet” with their groups. Below are three ways your Bible Fellowship can continue to meet digitally and minister to one another while public gatherings are limited.

The best options are to host a [ZOOM Meeting](#) (★ TOP PICK), host a [Conference Call](#), or utilize [Facebook LIVE](#) (click links for instructions). Each option has pros and cons—choose the best option for your Bible Fellowship.

OPTION 1: HOST A ZOOM MEETING (★ TOP PICK)

Quick Links... [How to Utilize Zoom](#) | [How to Host a ZOOM Meeting](#) | [Participant Guide](#) | [Leader/Host Guide](#)

PROS OF ZOOM:

- Your entire group can participate!
- Meeting participants can see and hear one another through the meeting
- This is a FREE service (unless you choose to purchase a plan)
- Participants can access the meeting via phone or computer

CONS OF ZOOM:

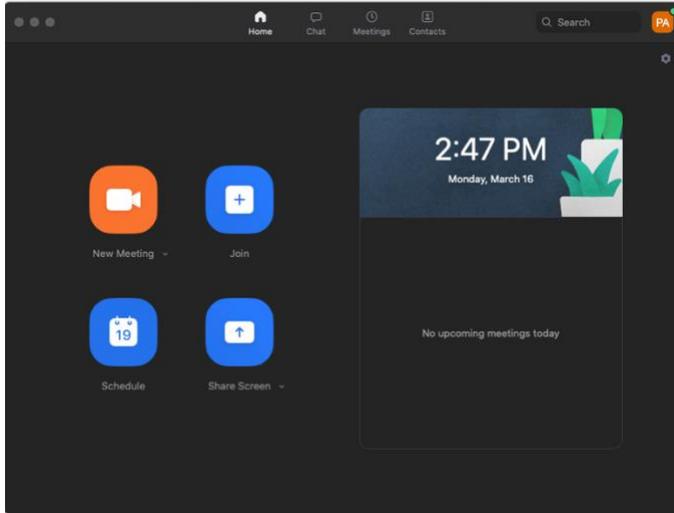
- Some may find it difficult to utilize this technology
- Utilizing the FREE option, meetings are limited to 40 mins
- A ZOOM Meeting is limited to 100 participants

HOW TO UTILIZE ZOOM:

- The Group HOST must set-up an account FROM YOUR COMPUTER
 - Go to <http://zoom.us/signup>
 - Type in the email you wish to be your “login” email. Zoom will then send a confirmation email to that account. In the email, click the “Activate Account” email.
 - Enter your First Name, Last Name and create a Password – Click “Continue”
 - On the “Don’t Zoom Alone” page – click “Skip this Step”
 - On the “Start Your Test Meeting” page, click “Start Meeting Now”
 - This will open a new page on your web browser – you will be prompted to download a small software package to run ZOOM on your computer. Accept this software download.
 - Once the software installs, it will open up your first zoom meeting. Please note the buttons bar at the bottom of the page (Mute Button, Video Button, Invite, Participants, etc.).
 - Click Red Words – “End Meeting” and click “End Meeting for All” (returns to home screen)

HOW TO HOST A BIBLE FELLOWSHIP ZOOM MEETING

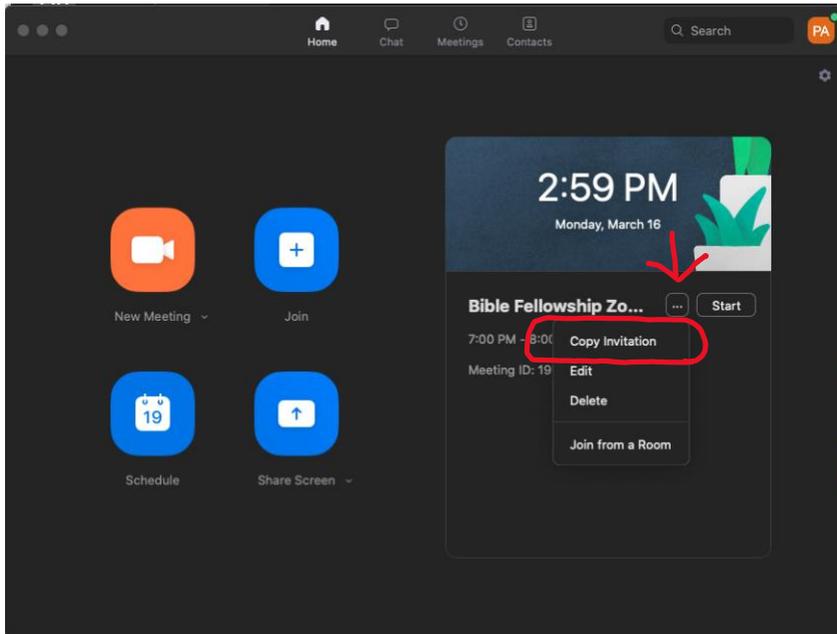
- Locate and open the ZOOM Computer Application. Screen should look similar to:



- Click "Schedule" – a prompt will come up like this...

- Fill in name of meeting
- Choose date, time, and duration
- Click "**Generate Automatically**"
- DO NOT require password
- Turn Host and Participant Video **ON**
- Choose "**Telephone and Computer Audio**"
- Click "**Schedule**"

- Copy and Send Invitation to your group membership...



- Click three dots **...** on scheduled meeting
- Click **“Copy Invitation”**
- Paste in Email and Send to Group Membership

- Invitation content will look similar to:

Prestonwood Adult Ministry is inviting you to a scheduled Zoom meeting.

Topic: Bible Fellowship Zoom Meeting

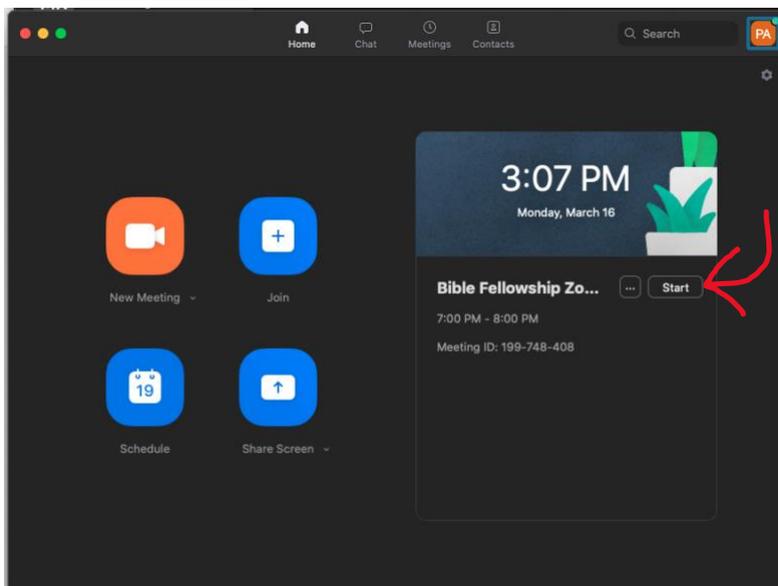
Time: Mar 16, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/199748408>

Meeting ID: 199 748 408

- Group Meeting URL (highlighted yellow) and Meeting ID (highlighted green) are *unique to your meeting*
- When you are ready for the meeting to begin, simply click **“Start”** from your home page – ensure you click start on your scheduled meeting



Send the instructions on the next page to your group members.

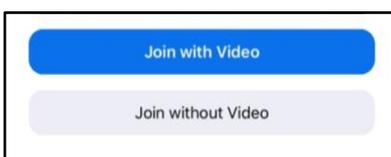
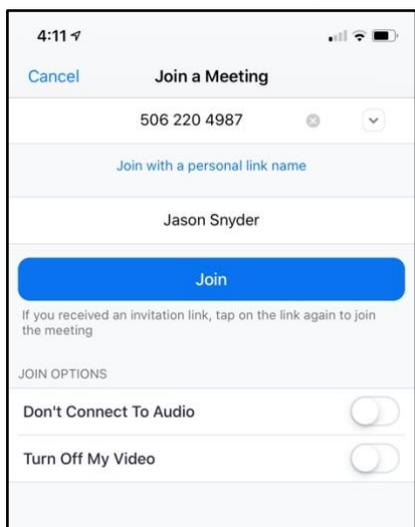
It is best for your group members to utilize a phone app to participate.

For Apple or Android (Google Play Store) search for “ZOOM Cloud Meetings” APP

PRESTONWOOD BIBLE FELLOWSHIP ZOOM PARTICIPANT GUIDE

OPTION #1 - If you choose to use your mobile phone OR tablet (***best option***):

1. Search for and download ZOOM CLOUD MEETINGS in your phone's app store
2. Open App – Click "**Join a Meeting**"
3. Type in the meeting ID provided by your Bible Fellowship Leader.
 - a. You can also edit your screen name – best if you type in your FIRST and LAST name.
 - b. Join Options – ensure "Don't Connect to Audio" and "Turn Off My Video" are turned **OFF**
 - c. Click "**Join**"
 - d. Then, click "**Join with Video**"



OPTION #2 – If you choose to use your desktop or laptop computer

1. Locate the Email Invitation for ZOOM meeting sent by your Bible Fellowship Leader
2. Click on the "Join Zoom Meeting" Link
3. Link will open your computer's web browser
4. ZOOM will prompt a quick software download – accept this download

PRESTONWOOD BIBLE FELLOWSHIP ZOOM LEADER/HOST GUIDE

BEST PRACTICES

- Encourage ZOOM participants to MUTE their audio unless they are speaking
- Designate a “host” in the meeting – this person will run the meeting and allows for a smoother flow
- Use a timer to manage to keep track of meeting length
- The host should plan on entering the meeting room 5 minutes prior to scheduled meeting time
 - **DO NOT** enter more than 5 minutes before – especially if using a FREE ZOOM account
 - Free accounts only allow for a 40-minute meeting
 - After 40 minutes, the meeting will be automatically ended
 - When you enter the room as the host, make sure and test your audio
- Make sure and greet people as they enter the meeting room so that no one feels left out

40-MINUTE ZOOM BIBLE FELLOWSHIP MEETING

In this example, the meeting has been scheduled to begin at 6:30 p.m.

- At 6:25 p.m.
 - Host enters meeting room and tests audio
- At 6:30 p.m. (5 mins in)
 - Members begin to join
 - Host greets members as they join
 - Remind participants to mute their audio unless they are sharing/speaking
- At 6:35 p.m. (10 mins in)
 - Host pulls everyone together with prayer
 - Host hands meeting to Prayer Leader
 - Prayer Leader takes prayer requests live and reminds people to email prayer requests to him/her throughout the week.
 - Prayer leader voices short prayer and hands meeting to teacher
- At 6:45 p.m. (20 mins in)
 - Teacher teaches an abbreviated lesson/devotional to the group (12-15 mins)
 - Read passage
 - Explain text in brief
 - Focus on application
 - Interaction is welcome and encouraged
- At 7:00 p.m. (35 mins in)
 - Teacher hands back to host
 - The future meeting is announced
 - Any reminders to the group are shared
- At 7:05 p.m. (40 mins in)