

USING ZOOM FOR SMALL GROUPS ONLINE

The COVID-19 pandemic means we can't physically meet as a Small Group. Don't you resonate with Paul, when he says to the Thessalonians:

"...we were torn away from you, brothers and sisters, for a short time, in person not in heart, we endeavoured all the more eagerly and with great desire to see you face to face" (1 Thess 2:17).

Even though we can't be in the same room, we still want to see each other grow to be more like Jesus, love and care for each other, pray together and encourage each other to trust in God.

Here's how we'll do that using the zoom video conferencing app.

Info for Small Group Members

GETTING READY

Do all this at least 15 mins before you start to meet, in case you have technology issues. If you have questions post them on your Small Groups' Facebook page / WhatsApp group

1. Search for 'Zoom' in Google or your App Store and download it to your device.
2. If you using a laptop or tablet, open sound settings on your device and turn the mic up to full volume.
3. Plan your space for the Small Group Meeting. It works best if you:
 - Go to a quiet room where you won't get interrupted.
 - Use headphones with a built-in mic (e.g. your handsfree kit for your phone) because your laptop / tablet / phone mic will pick up lots of background noise.
 - Make sure people will be able to see you. Use a well-lit space, with light shining on your face rather than behind you. Keep your face close to the screen and in the centre of it.

HOW TO JOIN A ZOOM MEETING

Your Leader will send you a 'meeting ID'. Open Zoom, type in your name & the ID and away you go!

TROUBLESHOOTING

1. If you can't see yourself and others can't hear you there's 2 buttons in the menu of the app – one for turning on video, one for muting audio. Check they're ticked / unticked. Also on a tablet / phone use your selfie not your back camera. During the meeting click the camera icon to change cameras.
 2. You can change how you view people's faces. By default zoom starts in 'active speaker view' which changes the size of faces based on who's talking. In the top right choose 'gallery view' to see all faces the same size.
- Here are [other helpful ideas for how to do Small Groups Online](#)

Info for Small Group Leaders

HOW TO START A ZOOM MEETING

Once you've downloaded the app you can schedule or invite people to a meeting. Send them the meeting ID, then 5-10 mins before your group normally starts meeting, click on 'Start Meeting' and others will join in.

1. The free version of the app only lets you do a 40 min meeting. Once it ends just click to start a new meeting, send the new meeting ID to everyone, wait until they all join, then pick up where you left off.
 2. You can use 'breakout rooms' to create a meeting in a meeting, like how we split up into guys & girls to pray sometimes or discuss questions in pairs. [Here's a video tutorial on how to use breakout rooms.](#)
- Here are [other ideas for how to lead an online Small Group](#) (read *Leading the meeting & Ending the meeting*)