

TIPS FOR ONLINE SMALL GROUP

- 1. HOSTING A SMALL GROUP MEETING ON ZOOM.** If you are interested in hosting a small group on zoom through New Hope Windward, let us know. Our small group team will help you get started. Zoom training is available.
- 2. SEND OUT AN EMAIL INVITE.** Ensure to send out a calendar invite with the meeting details and how to connect to the meeting platform on zoom if your group meets online and/or in person.
- 3. SEND OUT A REMINDER DURING THE WEEK.** Keep everyone in your group connected by sending a reminder during the week of your upcoming small group meeting. You can do this by using text message and/or email.
- 4. ONCE ON THE CALL, START ON TIME & STICK TO YOUR TIME SCHEDULE.** For your scheduled meetings, it's recommended to get started within 5 minutes of your scheduled start time. Most small group meetings are held for about 60 minutes.
- 5. HYBRID GATHERING (ZOOM &/OR IN PERSON).** If you're meeting together on Zoom, familiarize yourself with the Zoom features on your electronic device. It is helpful for everyone to know where the mute button is located. Ask the attendees to self-mute to avoid environmental noise when someone else is talking & sharing. Doing this will help with the flow of your SG discussion time. If your group decides to meet in person, please practice safe social distancing by following the guidelines of being 6 feet apart and wearing a mask.
- 6. DOWNLOAD ZOOM APP.** In order to participate in the Online Small Group, download the Zoom App from your iPhone or Android. You may also download the Zoom App from your laptop PC or iPad device.
- 7. BREAK INTO SMALLER GROUPS.** For larger online groups on Zoom, it is best to break up into groups of 3-4 people during the discussion segment. Zoom has a feature that allows individuals to be grouped together in smaller clusters. This can increase more transparent conversations and provide more time for each person to join the conversation.



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