



**Dear brothers and sisters in Christ,**

Welcome to the WorkLight Zoom Toolkit!

We all know that God works in mysterious ways. During the COVID-19 pandemic, most of you have learned how to “Zoom” in order to stay in relationship with your community. So much so, that when a group of CIC Chapter leaders convened for discussion in May, every one of them was using Zoom in some form. At the home office we are now supporting and praying for both the immediate use of Zoom during this pandemic and the integration of Zoom as an ongoing tool in our ministry.

Please continue to prayerfully follow your local government guidelines regarding COVID-19. Especially considering those who may be at a higher risk for severe illness due to age (65+) or underlying medical conditions. For additional information and resources on COVID-19, visit the CDC website [here](#) or visit [www.cdc.gov](http://www.cdc.gov).

This WorkLight Zoom Toolkit was built with input from Christians in Commerce members across the country for Christians in Commerce members around the world. These are not requirements or guidelines. They are best practices from what we have had the joy of witnessing over the past few months. Each chapter and each group is different. Find what suits you and your community. Ignore what doesn't work for you. We pray that the Zoom knowledge compiled might be put to best use in each of our unique circumstances, so that we can reach further and deeper in our relationships through Jesus Christ.

You will find this Toolkit broken into the following chapters to help you find what you might be looking for.

- I. Resources - specific assets you may wish to utilize during Zoom calls.
- II. Zoom etiquette - do's and don'ts
- III. Sample agendas - examples of how Zoom calls function for different groups.
- IV. Best practices - popular tips and tactics from experienced Zoom users
- V. Gatherings with Zoom - how to include Zoom participants within an in-person meeting

Remember, none of the groups use all of these best practices. If one or more sound appealing, then try them out and ask your group for feedback. For more information on how to utilize these best practices, see the resources below for online learning opportunities.

Let us care for one another's varied needs, experiences, and perspectives by keeping the charity and love of Christ foremost. May God continue to work wonders through what we all do with and for one another!

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## I. RESOURCES

- A. Zoom subscription levels (you probably want FREE or PRO)
  - 1. <https://zoom.us/pricing>
- B. Free zoom tutorials via Zoom
  - 1. <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
  - 2. <https://blog.zoom.us/wordpress/2020/03/18/quick-info-how-to-zoom-new-videos/>
- C. Free zoom tutorials via YouTube
  - 1. <https://www.youtube.com/watch?v=QOUwumKCW7M>
  - 2. <https://www.youtube.com/watch?v=fMUxzrqZvZQ>
- D. Paid Zoom training courses
  - 1. <https://www.udemy.com/course/zoom-training/>
  - 2. <https://www.lynda.com/Zoom-tutorials/Learning-Zoom/2800328-2.html>
- E. Music-related YouTube support
  - 1. CIC songs online  
<https://www.youtube.com/playlist?list=PLB7DA196EF938D043>.
  - 2. How a musician recommends setting up Zoom.  
<https://www.youtube.com/watch?v=WoXM5wcpVNU&t=11s>
  - 3. If you do a search on YouTube for Christians in Commerce you will also see other videos, etc.

\*Please note that Christians in Commerce and WorkLight do not specifically endorse any of these resources, and that they are being shared without in depth analysis or vetting.

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## II. SAMPLE AGENDAS

- A. Challenge Group
  - 1. Prayer
  - 2. Review of a scripture and issue from a newsletter reflection or formation outline
  - 3. Discussion of how the scripture and issue applies to a person's life
  - 4. Christian support through encouragement and accountability
- B. Chapter Meeting
  - 1. Open, welcome, and introduction of guests
  - 2. Announcements
  - 3. Praise and worship (5-10 minutes)
  - 4. Introduction of the speaker
  - 5. Teaching from the Flame newsletter (10-12 minutes)
  - 6. Group discussion (20 minutes plus-or-minus)
  - 7. Request for intercessory prayer
  - 8. Challenge (1-2 minutes)
  - 9. Close with CIC prayer (special prayer needs follow meeting)

- C. North Minneapolis Example
1. Welcome prayer
  2. Check-ins
  3. Intentions
  4. Check-outs
  5. Prayer requests
- D. San Jose Example
1. Host opens the meeting 10-15 mins early for informal greetings.
  2. Host starts the actual meeting on time with everyone.
  3. Prayer (1 min)
  4. Music (one or two short songs) (3 mins)
  5. Announcements (with prior approval) (2 mins)
  6. Speaker (10-15 mins. max)
  7. Breakout Sessions (3-4 people) (20 mins)
  8. Breakout Session group leaders present to full group (1-2 mins)
  9. Final Prayer
  10. Leave meeting

Keep in mind that these are sample agendas. Feel free to use one, mix them together, or create one that is entirely different. We do encourage all groups to ensure that their time spent together is Missional, Formational, and Relational. Click [here](#) for more information.

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### III. ZOOM ETIQUETTE

- A. Please do
- Familiarize yourself with Zoom before using
  - Double check for a strong and secure internet connection
  - Mute yourself and leave camera on when you're not talking
  - Use a high-quality headset
  - Prepare your space, lighting, and webcam image
  - Keep calls focused and efficient
  - Speak briefly and to the point
  - Use audio-only if your video is malfunctioning
  - Appoint a host and support them to succeed
  - Consider giving everyone a chance to check-in
- B. Please don't
- Show up late
  - Multi-task
  - Eat
  - Create distractions such as side conversations
  - Zoom in from a crowded place
  - Wear distracting clothing
  - Turn off your video
  - Sit next to someone else on the same Zoom call
  - Distribute link for the meeting without letting the host know
  - Share your screen without checking that everyone can see

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#### IV. BEST PRACTICES

- For live music, mute all participants other than the musician.
- Meeting host mutes all participants during presentations
- If you have a large group, utilize break-out rooms to create smaller groups for discussion.
- Hand-raising and/or chat can be used in a large group for participants to request the floor to ask a question or make a comment.
- Use Zoom's chat function to share text during meetings (eg scripture, challenge questions, etc.).
- The Flame newsletter can be displayed to the group by using screen sharing.
- Zoom invitations can be sent via calendar invites, cut and pasted into emails, or shared via social media. Be sure to share both the URL and a password if needed.
- Participants who can't connect via video can still participate by phone. See Zoom invitation details for call-in information.
- Zoom's "Waiting Room" function can be used to enhance security by screening participants.
- A Virtual Private Network (VPN) can be used by any participant to enhance security, particularly on an open or public WiFi network.
- Zoom meeting passwords can be disabled to make it easier for people to join. This allows a single URL for folks to click on and join without any further action required.
- Create a multi-page pdf containing the words to music (although everyone is muted but the musician, we can all sing) along with a pdf of any group prayers. This can be screen-shared with the group. Most pdf readers have a "read mode" that fills the computer desktop.

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#### V. GATHERINGS WITH ZOOM

- A. Zoom buddy system
  1. If someone is going to join your in-person group via Zoom, be sure they are doing so with an actual in-person buddy. This individual is responsible for bringing the necessary device, adjusting settings, and generally helping the Zoom guest to be an active part of the group. Be sure they have strong tech and communications skills.
- B. Renew and expand invitations
  1. Whether due to geography, a busy schedule, lack of transportation, or otherwise, there are many brothers and sisters out there who will join you via Zoom who may not have been able to participate in person.
  2. Former attendees who have stopped coming may be more likely to start up again via Zoom.
- C. Check out other groups
  1. With Zoom it is now possible for brothers and sisters to visit other Chapters without a plane ticket!
  2. Great way to build relationships between Chapters.
- D. Share Open WorkLight Small Groups
  1. If you have people connecting via Zoom, it may be helpful to encourage them to join home office's Open WorkLight Small Groups.
  2. Click [here](#) for meeting details.