



## Checklist: Video Conference Meetings

- ✓ To avoid delays in starting, make sure everyone has the meeting link and knows how to join in advance.
- ✓ Sign on a few minutes early to make sure everything is working properly on your end, and to troubleshoot any issues for others as they join.
  - Feel the freedom to delegate this to the most tech-savvy person in your group as well.
- ✓ It's okay to plan for a shorter meeting than usual. Being on a video call takes a lot more focus and energy than an in-person meeting, so long meetings can be exhausting or awkward.
  - Simplify your “study” time and keep it more organic - discussing the sermon and using the weekly questions works great for this.
  - Make sure you build in time for members to genuinely connect: share updates on life, pray for each other, etc.
- ✓ Make a plan! Video calls have an unnatural flow of conversation and transitions, which leads to a lot of wasted time. It works best if the leader has a clear plan and directs the group to keep things moving along.
  - You'll still want to leave enough space for more reserved group members to chime in. Use your own discretion, but you may need to call on people more often to share to keep things moving.
- ✓ If your meetings are feeling cold, use icebreakers at the beginning to keep it warm and personable. Simple fun questions that get everyone to share are a great place to start. You can also consider *only* playing a game for your whole group time every now and then, to keep things light and fun!
- ✓ Every technical hurdle slows down the groups' relational connection. If a group member is having technical difficulties or their set-up is distracting, reach out before the next meeting to help them solve or improve the problem. Some simple tips can go a long way:
  - Sitting close to the screen helps the microphone pick up voices easier. Stay inside if it's windy, since that tends to drown out your voice.
  - Staying muted and pressing unmute to speak can be helpful in larger groups or if background noise continues to be an issue.
  - Good lighting so everyone can see you makes it feel natural.
  - If a wireless connection is choppy, try moving closer to your internet router or plugging in directly to the internet.