



Using an online platform

For Community & Christian Formation

You cannot... wing it!

Outline

- **Before the day: Practicalities**
- On the day
 - Before the meeting
 - During the meeting
 - After the meeting



Before the day:

Zoom Practicalities

- Scheduling & Naming Events
- Sending invitations (double check the #'s)
- Managing group size
- Technology support person
- Making documents available
- Setting security measures
 - Passwords, waiting rooms (rename),
disable chat & shared screen.*
- Train co-facilitators





Sunday Coffee Time

We are bringing it back.... by Zoom - Sunday, May 10, 2020

Come and enjoy a virtual coffee and conversation. Every Sunday at 11:30 amfor an hour. By Zoom.

Join Zoom Meeting by video

<https://zoom.us/j/96709452403>

Meeting ID: 967 0945 2403

Join Zoom by phone: 778 907 2071

Meeting ID: 967 0945 2403



If you need assistance,
email Natasha:
scadmin@shaw.ca

Zoom Practicalities

- Scheduling
- Sending invitations (double check the #'s)
- Managing group size
- Technology: support person, wifi/ethernet
- Making documents available
- Setting security measures
 - Passwords, waiting rooms (rename),
disable chat & shared screen.*
- Train co-facilitators





Participants (3)

2 Waiting Admit all

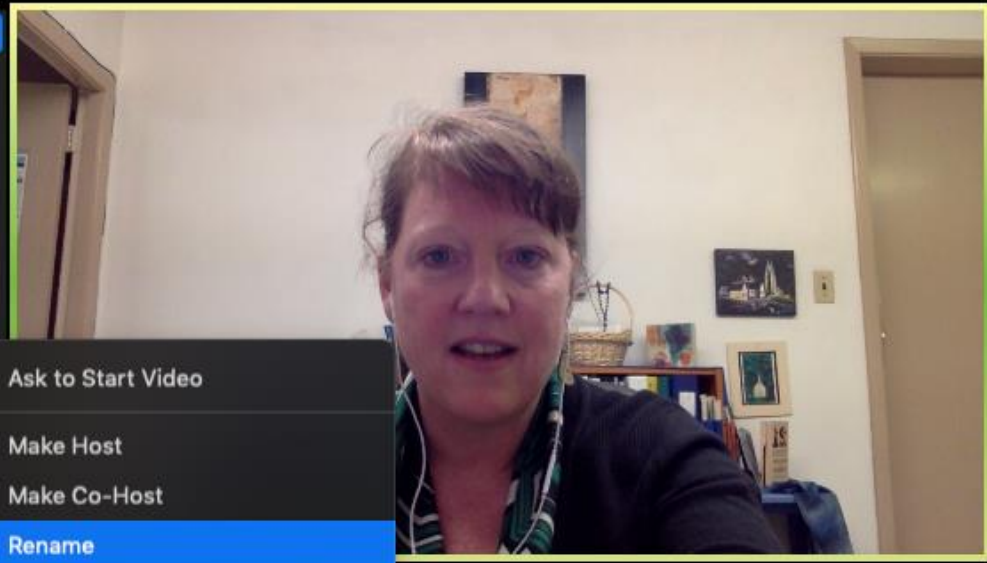
- AD Anthony Dodd Remove Admit
- JT James Tecson'... Remove Admit

1 In-meeting

-  Sharon Smith (Host, me) Microphone icon Video icon

Invite Mute All Unmute All More

James Tecson's iPadannmansfield



James Tecson's iPadannmansfield is connecting to audio ..

- Ask to Start Video
- Make Host
- Make Co-Host
- Rename**
- Put in Waiting Room
- Hide Non-Video Participants
- Remove
- Report

phyllis

1 Waiting

AD Anthony Dodd Joining...

3 In-meeting

Sharon Smith (Host, me)

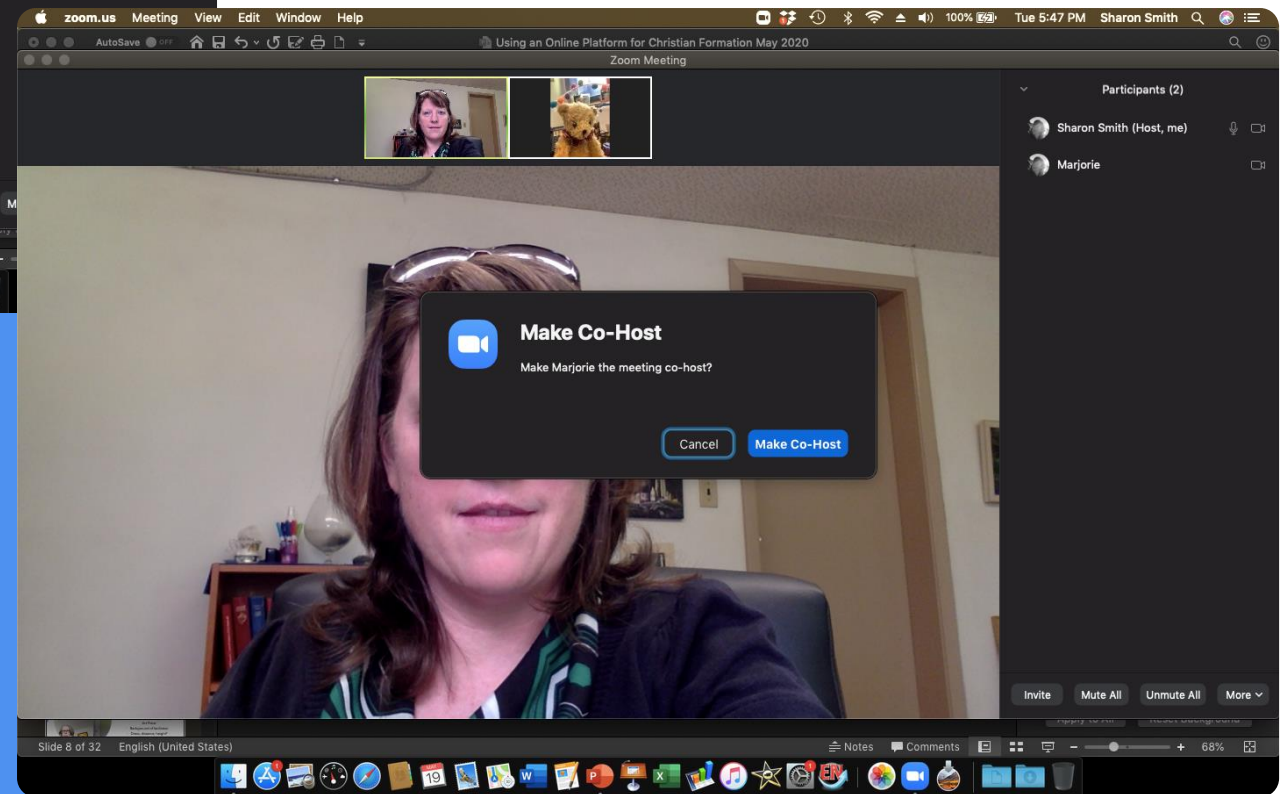
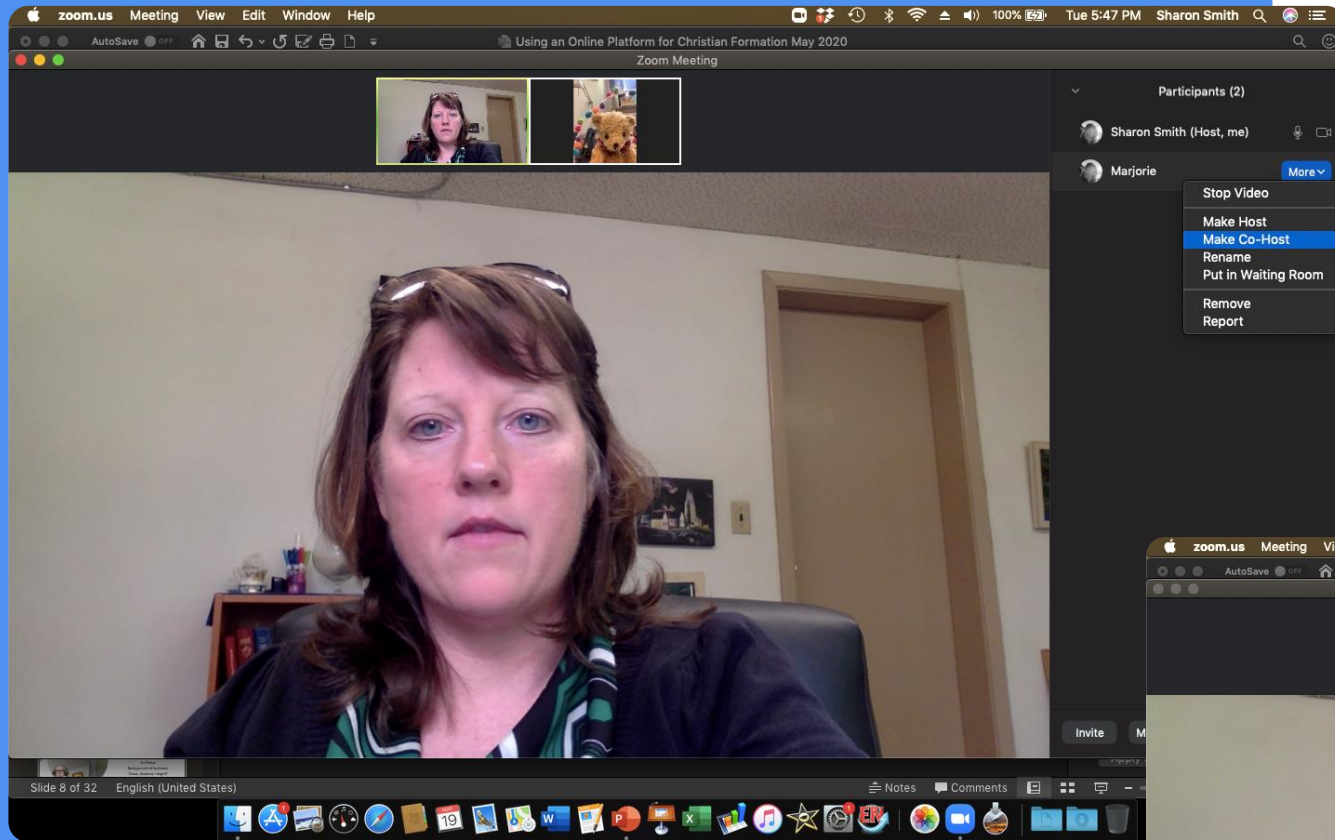
JT James Tecson's iPadannmansfield

p phyllis

Zoom Practicalities

- Scheduling
- Sending invitations (double check the #'s)
- Managing group size
- Technology support person
- Making documents available
- Setting security measures
 - Passwords, waiting rooms (rename),
disable chat & shared screen.*
- Train co-host







Clarify Roles

Facilitator/ Host

- Facilitate the program, timing
- Go over group norms, share screen
- Call out names for people to share
- Break out groups

Co-host (lay leader)

- Manage wait room, rename unidentified participants
- Technology assistance (often by phone)
- Monitor mute/unmute
- Watch for raised hands

Outline

- Before the day
- **On the day**



- **Before the Meeting: Set up**
- During the meeting
- After the meeting

Purpose of the Meeting

Contemplative

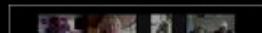
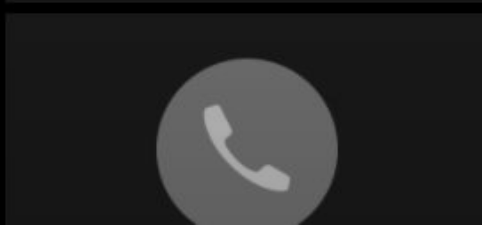
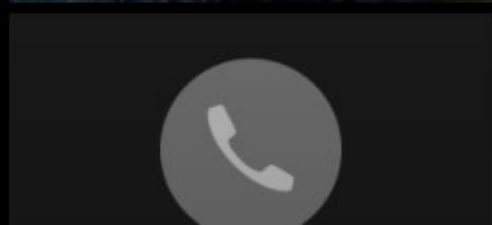
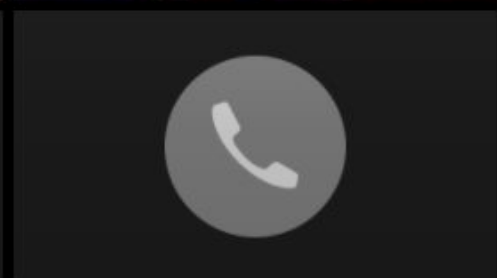
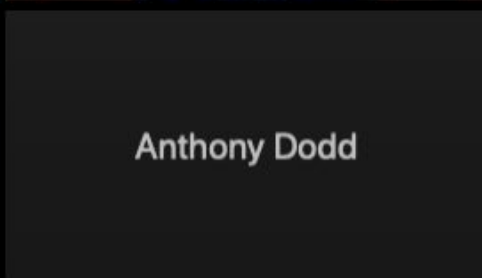
Instructive

Sharing stories

Fun - community building



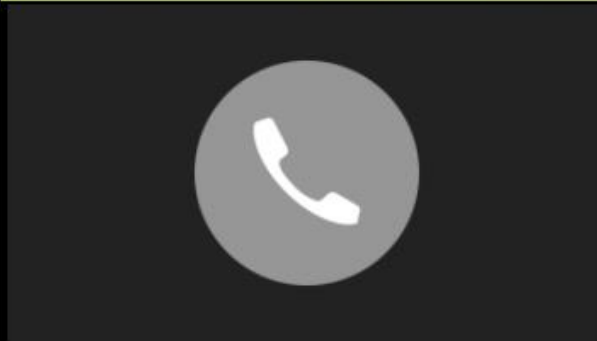






Lynn

Anthony Dodd

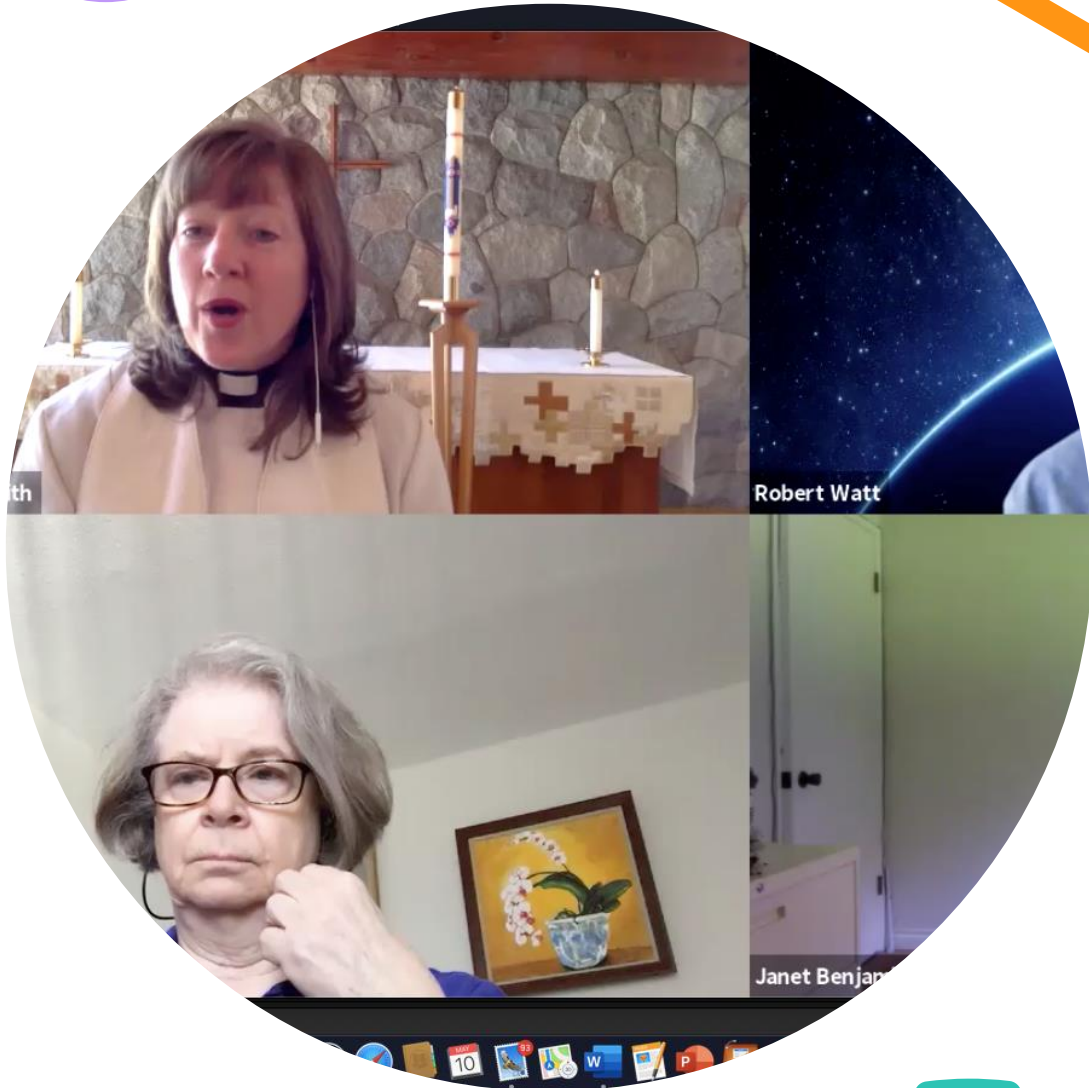


Participants (9)

Search

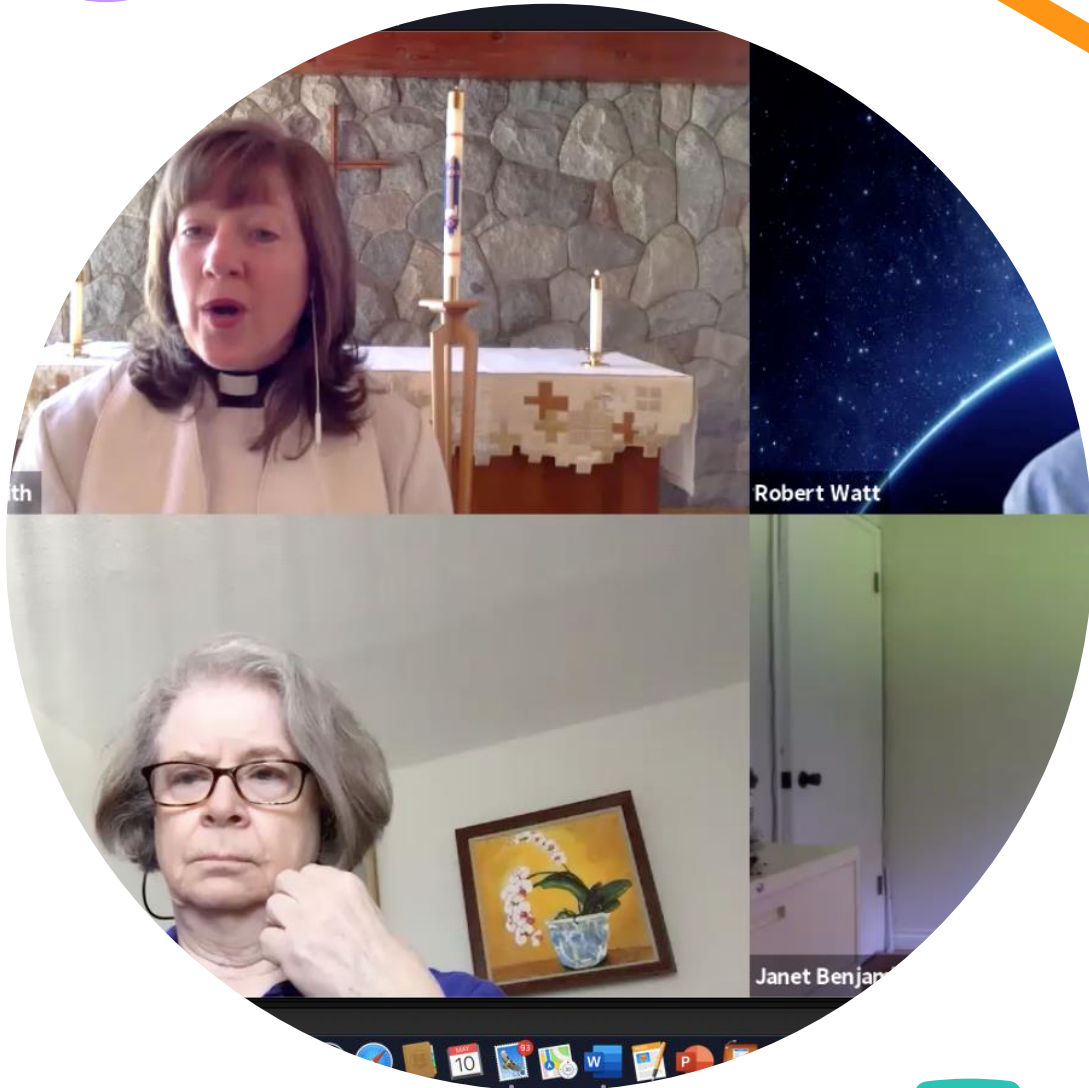
- Sharon Smith (Host, me)
- Bob and Linda
- Lynn
- Mermi Vosough
- phyllis
- AM Ann Mansfield
- AD Anthony Dodd
- HC Hugh Crosthwait
- S& Sarah & Armin

Invite Mute All Unmute All More



Set up

- Sound: mic, singing bowl, music
 - Phone camera: Altar, Votives, Art Piece
 - Background of facilitator
 - Dress, distance, height*
- Outline in PowerPoint to share
 - Sharing the screen
- Clarify roles with co-facilitator



Set up

- Sound: mic, singing bowl, music
 - Phone camera: Altar, Votives, Piece
 - Background of facilitator
 - Dress, distance, height
- Outline in PowerPoint to share*
 - Sharing the screen

- 1 **SPRITUAL PRACTICE GROUP**
- 2 Welcome and Introductions
- 3 The Wisconsin State Council on the Arts
- 4 Meditation with Candice
- 5 MEDITATION
- 6 Goals Objectives
- 7 Goal Objectives
- 8 The First of
- 9



Home Insert Draw Design Transitions Animations Slide Show Review View

Share Comments

Paste Cut Copy Format New Slide Layout Reset Section










B I U x^2 x_2 AV Aa

Convert to SmartArt

Picture Shapes Text Box

Arrange Quick Styles Shape Fill Shape Outline

Design Ideas

- 1 
- 2 
- 3 
- 4 
- 5 
- 6 
- 7 
- 8 
- 9 

Welcome and Introductions

I am [NAME]

I am arriving
[Complete the sentence]

- 1. SPIRITUAL PRACTICE GROUP
- 2. Welcome and Introductions
- 3. **The Welcoming Prayer: Consent on the Go**
- 4. Attention with Candela
- 5. MINDFULNESS
- 6. Practice Exercise
- 7. Practice Exercise
- 8. Practice Exercise
- 9. Practice Exercise

THE WELCOMING PRAYER: CONSENT ON THE GO

Movement One:
Feel and sink into what you are experiencing
this moment in your body.

Movement Two:
“Welcome” what you are experiencing this moment
in your body as an opportunity to consent
to the Divine Indwelling.

Movement Three:
Let go by saying the following sentence:
I let go of my desire for security, affection, control
and embrace this moment as it is.



- 1. SPIRITUAL PRACTICE GROUP
- 2. Welcome and Introductions
- 3. The Wordless Prayer Service for the 50th Anniversary of the Vietnam Veterans Memorial
- 4. Intention with Candles
- 5. REMOVAL
- 6. Service Order
- 7. The Wordless Prayer Service for the 50th Anniversary of the Vietnam Veterans Memorial
- 8. The Wordless Prayer Service for the 50th Anniversary of the Vietnam Veterans Memorial
- 9. The Wordless Prayer Service for the 50th Anniversary of the Vietnam Veterans Memorial

Intention with Candles

Three candles are lit.

Presider: We light this candle in the name of the Maker, who breathed the breath of life for us.

We light this candle in the name of the Son, who saved the world and stretched out his arms for us.

We light this candle in the name, of the Spirit, who encompasses the world and blesses our soul with yearnings.

All: We light three lights for the Trinity of Love: God above us, God beside us, God within and beneath us: the Beginning and the Everlasting One.

Presider: I invite you to light candles for those persons and situations you carry on your hearts.

Tea lights are lit.



3

4

5

6

7

8

9

10

11



The Four Guidelines to Centering Prayer

1. Choose a sacred word as the symbol of your intention to consent to God's presence and action within.
 2. Sitting comfortably and with eyes closed, settle briefly and silently introduce the sacred word as the symbol of your consent to God's presence and action within.
 3. When engaged with your thoughts*, return ever-so-gently to the sacred word.
 4. At the end of the prayer period, remain in silence with eyes closed for a couple of minutes.
- *thoughts include body sensations, feelings, images, and reflections

Home Insert Draw Design Transitions Animations Slide Show Review View

Paste Cut Copy Format New Slide Layout Reset Section

B I U ab x^2 x_2 AV Aa

Convert to SmartArt Picture Shapes Text Box Arrange Quick Styles Shape Fill Shape Outline Design Ideas

Share Comments

6

7

8

9

10

11

12

13

An invitation to share

What did you experience?

What are you invited to do or be?

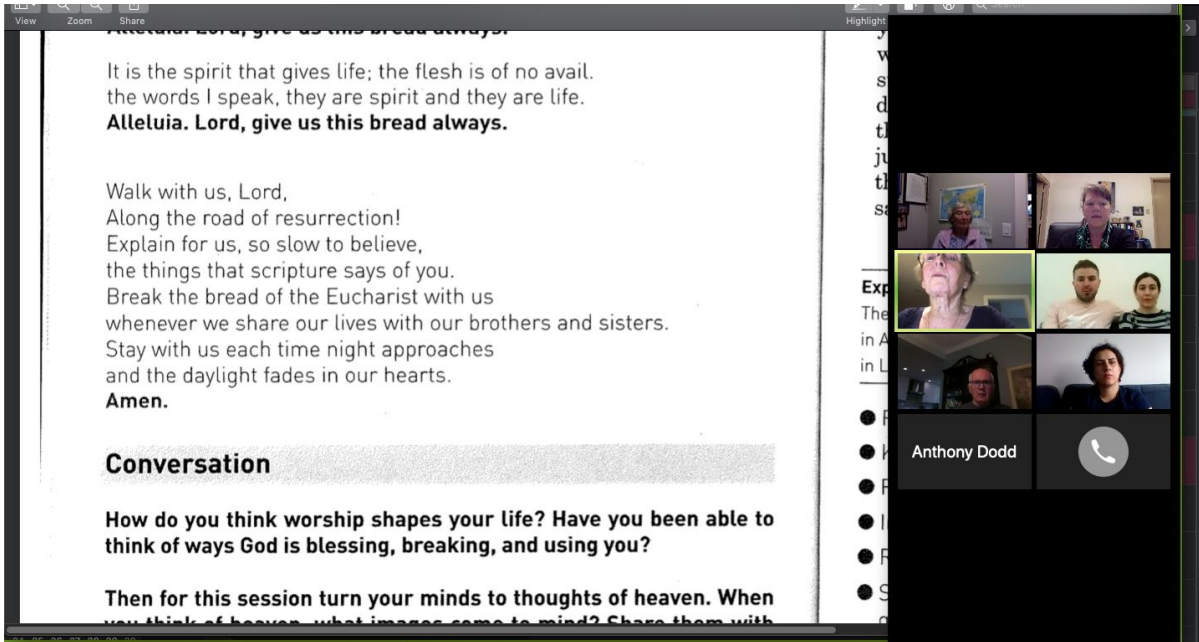
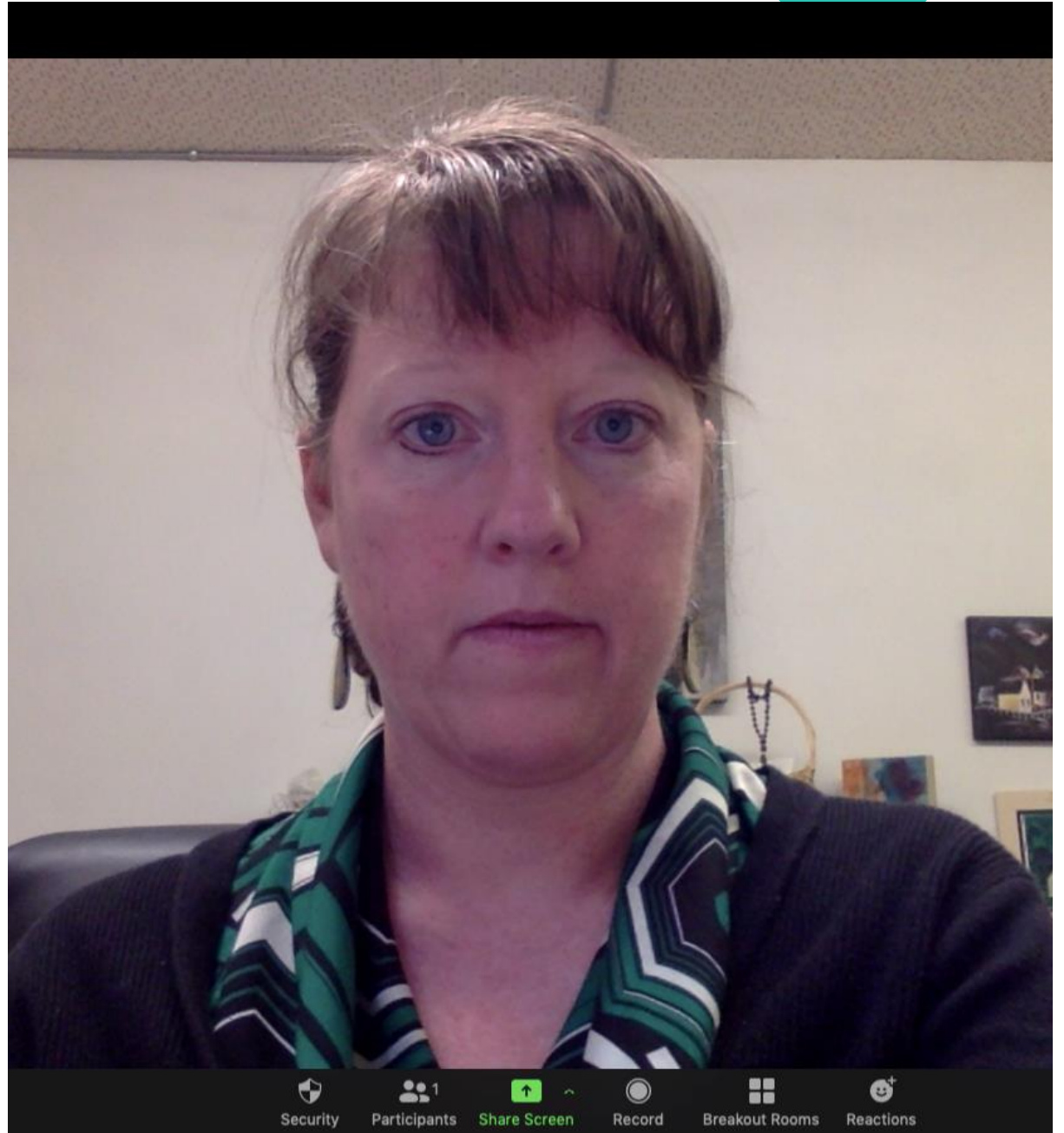
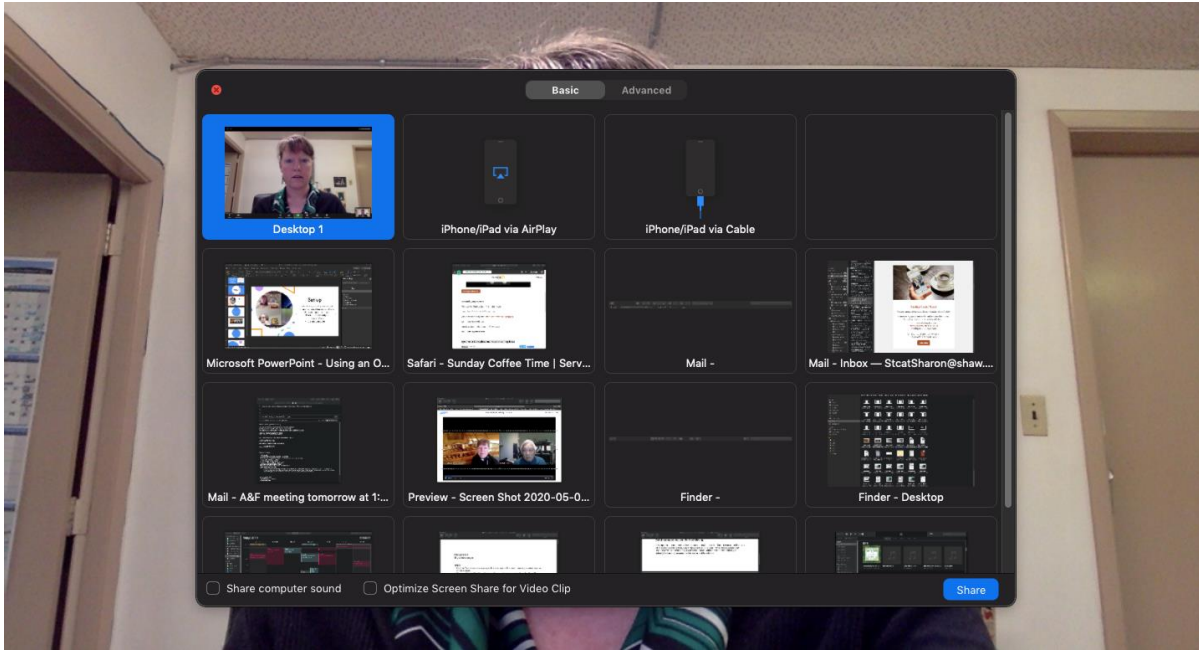


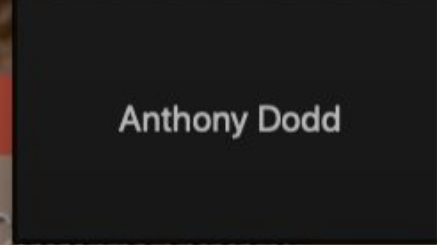
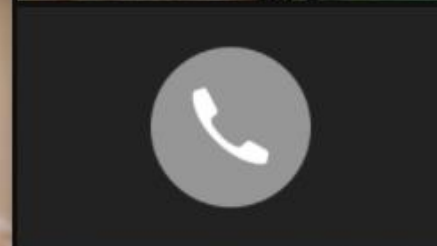
Share the screen

Close all other applications

Test the function

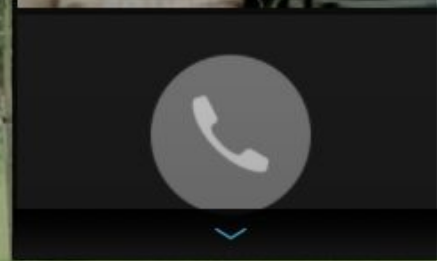
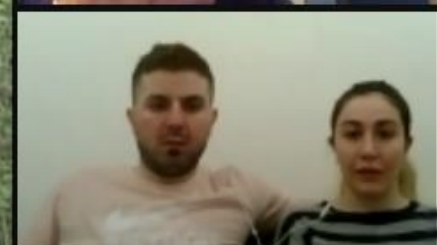
Video - sound

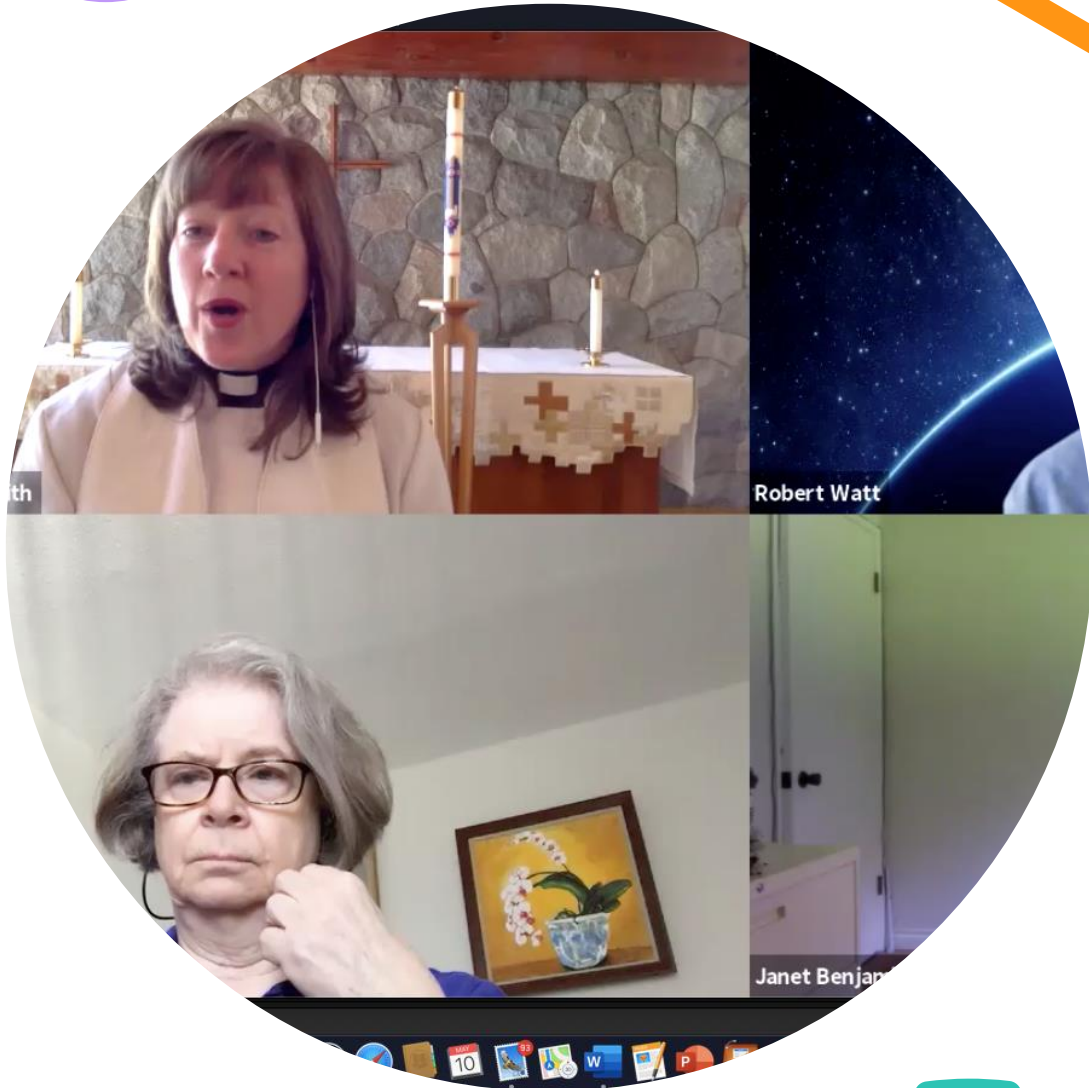




www.pilgrimcourse.org

© The Archbishop's Council, Christian House Publishing and Back Street Films





Set up

- Sound: mic, singing bowl, music
- Phone camera: Altar, Votives, Piece
 - Background of facilitator
 - Dress, distance, height
- Outline in PowerPoint to share
 - Sharing the screen



● Clarify Roles

Facilitator

- Facilitate the program, timing
- Go over group norms, share screen
- Call out names for people to share
- Break out groups

Co-facilitator (lay leader)

- Manage wait room, rename unidentified participants
- Technology assistance (often by phone)
- Monitor mute/unmute
- Watch for raised hands

Outline

- Before the day

- **On the day**

- Before the Meeting

- **During the meeting: Pace & Tone**

- After the meeting



During the meeting



- Voice tone: gentle instructions
- Verbal cues – e.g. mute/screen
- Pacing & Video breaks
- Turn taking with space between
- Common prayer
- Inviting into stillness
- Break out rooms

SUGGESTED GROUP GUIDELINES

These guidelines are designed to help create an atmosphere of safety and respect. Read through them as a group during your first meeting, and then discuss whether specific guidelines need to be amended, deleted, or added.

DON'T INTERRUPT

Allow each person time to finish speaking before responding.

SHARE THE AIR

Ensure everyone has the opportunity to participate by respecting the time available. The leader has permission to redirect the discussion if it gets off track.

CHOOSE WONDER

If you disagree with something shared, don't immediately give voice to criticism or rejection. Instead, ask yourself the following question: I wonder what led this person to these thoughts/beliefs? Make room for others to offer opposing views and diverse experiences.

RESPECT CONFIDENTIALITY

What is shared in the room stays in the room.*

DO NOT GIVE ADVICE

What works for you may not work for someone else. Respect the journeys, experiences, and processes of each group member, and do not attempt to fix, correct, or save anyone.

EXHIBIT SENSITIVITY

This course sometimes deals with difficult and painful subjects which can affect participants emotionally. Decide in advance how you will respond to one another in these sensitive moments. Some options include giving participants permission to take a break and step outside, asking participants what they need in the moment, and offering participants comfort items like tissues, a blanket, or a warm beverage.

You are encouraged to view the experiences, the pain, and the mental health journeys of your fellow participants as Holy Ground—a place to walk with gentleness, reverence, and respect. Please keep this perspective in mind when someone in your group shares about their own mental health.

During the meeting



- Voice tone: gentle instructions
- Verbal cues – e.g. mute/screen
- Pacing & Video breaks
- Turn taking with space between
- Common prayer
- Inviting into stillness
- Break out rooms



Breakout Rooms

Assign 0 participants into Rooms:

Automatically Manually

0 participants per room

[Create Breakout Rooms](#)

Mute Stop Video Security Participants 1 Share Screen Record Breakout Rooms Reactions End

Outline

- Before the day
- **On the day**
 - Before the Meeting
 - During the meeting
 - **After the meeting: Follow up**



After the meeting

Email follow up

Phone check in: difficult moments,
left early, expected but didn't show.

Information about next gathering.