



[Leading Small Groups Online | Lab 6.17.20](#)

To Use this Google Doc File in Your groups → Make a copy or just copy/paste the entire doc into a new one to create your own to use and share.

Time	Step	Resource
15 min prior to start time	PREPARE. Leader(s) arrive to zoom call at least 15 minutes before start time to greet participants as they arrive. Consider: Having Google Doc shared on screen for community building while people are arriving	Main zoom call <a href="#">Google Doc</a>
2 min	WELCOME and introductions - Encourage using Gallery View	Main zoom call
2 min	OPENING PRAYER.	<a href="#">Praying with Your Group Video</a>
6min	COMMUNITY BUILDING / Launching Discussion (options) Consider using breakout rooms (Suggestion: pairs or threes) - We'll take 5min in Zoom breakout rooms to reflect on: 1. Who has been shepherding you in this season? 2. What's one thing they've done that has been really helpful for you? - <a href="#">Community check-in with prewritten questions.</a> Ask everyone to write answers to the questions in the google doc. Then, you can share verbally with small groups 5 or smaller, or go to breakout rooms to share with larger groups.	Breakout rooms <a href="#">Support article from Zoom on breakout rooms</a>  <a href="#">Google Doc (demo)</a>
30 min	CONTENT. (Scripture, Discussion Guide, etc.)  ( <a href="#">See Principles of Smaller Scale Ministry Videos and Resources</a> )	<a href="#">USCCB Bible Resources</a> <a href="#">Facilitation Skills Challenges</a>
10 min	APPLICATION. <a href="#">Hearing from God through Our Study.</a> How is God speaking to each of us? What's my next step? Share verbally together (if larger than 5, use breakout rooms)	Google doc then sharing in main zoom call.

10 min	<p>CLOSING PRAYER</p> <p>Breakout rooms: Put people in breakout rooms of 2 or 3 people. Pray about those things. Give all your feelings, your expectations, fears, etc to the Lord.</p>	Breakout rooms
3 min	<p>OUTREACH</p> <p>Caring for those in my network. <a href="#">Brainstorm</a> to generate some ideas for 2-3 minutes. Example ideas:</p> <ul style="list-style-type: none"> <li>● Reach out to people you're near</li> <li>● Get groceries for elderly neighbors</li> <li>● Reach out via text/call or social media to other students and faculty who feel stressed.</li> </ul> <p>Fill out the table with names in one column and ideas to care for others in the next.</p>	Google doc.
2 min	<p><a href="#">Caring for others we're connecting with.</a> Have each person share a next step for the week. Next steps should be from the "outreach" brainstorm.</p>	Google doc.

#### Other Tips for Online Groups

- Lean towards structured timelines and activities, and keep groups short (45-60 min).
- Invite people to use gallery view over speaker view.
- Ask direct questions – Call on individuals to keep them engaged. Keep energy level up.
- Be aware of the lag. Difficult to pray together or sing together.
- In smaller groups, it can be comforting to have everyone leave mics on and it not be so silent. In larger groups, it's far too much background noise.
- To "go around the room" - everyone is arranged differently on screens, but to achieve the same effect, after one person speaks, they call on another person to get next, continuing until everyone has gone.
- In Gallery view, you can actually see "the whole room" at a glance. To get a check-in on how people are doing the "Fist to Five" activity is very helpful. You count to three, and on three everyone shows how they are doing on a scale of 1-5.

#### Optional ideas to do something fun to use on a call like this:

- Jackbox party
- In-house scavenger hunt - find the object and bring it back to the Zoom call
- Pictionary on zoom, [use Share → Whiteboard feature on Zoom](#)
- Would you rather questions <https://improb.com/would-you-rather-questions/>
- Show and tell (something in arm's reach)

## Community Building

If you're just arriving, you should hear us talking and see people adding their comments below. We'll get started officially at 7:00pm.

When you first connect to Zoom, your audio is muted (we can't hear you) and your video camera image is blocked (we can't see you). You have buttons to control this at the bottom left of your Zoom window.

If you are having technical difficulties, text or call Margaret at: 414-333-5998

To add your thoughts to our conversation below, click the link in the chat box.

Community check-in:

Name	What do you feel grateful for in this season?	What has been hard for you?	What is one thing you're looking forward to?

Hearing from God through Our Study:

Name	What is God saying to you through our study today?	What's one thing you can put into practice this week?

Brainstorm: How can we connect with and care for the last, the least, the lost, and the lonely. Lift up our eyes to see everyone, including those who don't know Jesus and his Church:

Name	Ideas	Build on an idea

Caring for others we're connecting with:

Name	How can we care for others this week?	What's a next step you can take?