



# ANTIOCH

## COMMUNITY CHURCH

## Online Life Group Tips

We want you & your people to stay connected during this time! As things we settle into a new normal, we are working to help you as leaders run the best Life Group possible online. The following guidelines will help you run a great virtual LG. Please follow them, and email [danika@antiochfc.org](mailto:danika@antiochfc.org) with any feedback or comments if you'd like.

### Please **DO** the following

- 1. You are the host. Have a pre-meeting with your LG team to determine which of you will lead which part.**
  - a. Start on time.** Tell your LG to be there on time beforehand and let them know that you are starting on time.
  - b. Tell everyone to mute,** so that they are not eating/have a dog/roommates making noise in the background during LG.
  - c. Call on people by name.** When you ask questions, facilitate the answers by calling people by name. This may feel intense/awkward at first, but it is *more awkward to wait for people to answer*. So, during discussion, *please call on attendees by name so things keep moving forward*.
- 2. Send out LG agenda beforehand.** This is not an online hangout, it's a life group. Even if it's only three people. If you prepare haphazardly, people will treat it as such and it will be awkward.

### Please **DO NOT** do the following

- 1. Talk for longer than 1-2 minutes. Especially during the connect time.**
- 2. Allow people to make suggestions on what to do during life group.**
- 3. Be late to your Life Group**

## **Life Group Meeting Flow (time stamps are flexible!)**

### **7:00-7:05 // Welcome everyone!**

- Please greet everyone by name when they log in (small talk, people are unmuted...this can be awkward...)

### **7:05 // Zoom Etiquette - ask everyone to do the following during Life Group**

- Please mute yourself, only unmute to talk
- Go into a room with a closed door if possible
- Invite people to sit down, and tune into the meeting
- LG leaders use the comment bar to set agenda, try to limit chatting during LG
- Share that you are learning how to do this, and any feedback/thoughts after LG would be helpful
- Encourage people not to be distracted with their phones, or internet while on the call, but to be fully engaged.
- Explain mute rules: as the host on zoom, you are able to mute everyone, and unmute them as you'd like. This is incredibly helpful during the vision moment, announcements, and even discussion (which is why we'd like for you to call on people during discussion!)

### **7:07 // Give vision for Life Group and share announcements**

- Give vision for LG - repetition is key: Why are we here? What's the point?
  - Love God, Love Each Other, and Love the Lost! Just because the world is changing doesn't mean the vision for LG is changing! Let's figure out how to do it virtually!
- Announcements here
  - Continue to check the Antioch App for announcements.
  - Noon prayer: Instagram @antiochfc or on YouTube

### **7:10 // Run down of night typed into comments zone**

- Put the schedule in the comments section so people can know what to expect
- Raise your hand if you have a question/comment (this is a feature on **zoom**, found under the **reactions button**)
- Again, LG leaders use the comment bar

\*\*\* hit again on Zoom clarity & etiquette\*\*\*

### **7:10 // Ask Quick Connect Question**

- Say the words *“let’s keep this 30 seconds or less per person!”* (use discretion on number of participants and new people)
- Write the connect question in the comments section
  - Some question examples :
    - “What are you going to do after the quarantine lifts?”
    - “What is one thing you are thankful for in the crisis?”
    - “What is one thing you’re thankful for that you wouldn’t have been before quarantine?”
- After each person shares, as the host, choose the next participant **(use their name!)**

### **7:20 // Create space for people to share testimonies of what God is doing.**

- Ask the question “What is God doing in your life right now? We’d love to hear some testimonies of how He is moving in our Life Group!”
- Write the question in the comment bar
- You will want to prepare for this part and go first. These can be both internal and external.
- Allow space as long as these are flowing

### **7:30 // Encourage someone on the call**

- This can be a form of worship, Heb 3:13
- Allow people to go around and encourage. Again, you go first, and facilitate the flow.

### **You will run into your 40 minute time limit in here. This means...**

- a) Preface everyone that this call is ending, and you are sending a new link in the GroupMe, or email, or text.
- b) Restart your new meeting.
- c) Do your best to pick back up where you lost it.
- d) If necessary, hit on Zoom etiquette again.

### **7:45 // Present the Passage**

- Read it to participants - and add to the comment section!
- Share in 2 minutes or less.
  - **What does this passage say about God?**
    - As the host, pick 2-3 people who want to share
  - **What does this passage say about people?**
    - As the host, pick 2-3 people who want to share
  - **How can I apply this passage this week?**
    - As the host, pick 2-3 people who want to share
  - **Who can I share this with?**
    - As the host, pick 2-3 people who want to share

**8:15 // Use the breakout feature and put your LG into groups of 3-4 and ask how we can pray for each other**

- This has the potential to become wonky...but it's quite simple, and you can figure it out!
- To enable this feature, go to Zoom.us in your browser, log in, and go to settings. Under settings turn the 'Break-out Groups' setting to on.

**8:25 // ReCap**

- Again, what is the vision for Life Group (even when it's virtual)
- What can participants expect from you as their leader? A phone call this week? A Marco Polo video?
- Encourage people to invite any of their friends into LG. People will begin starving for community.

**8:30 // End of Life Group!**

- Thank and honor participants for joining!