REIMAGINING YOUTH DISCIPLESHIP FOR SUCH A TIME AS THIS

A handy guide to help you run Zoom small groups

THE REHEARSAL

Zoom

FOR SUCH A TIME AS THIS....

In these days of physical distancing, we remain committed to connecting with and discipling young people. One way in which we can do that is to utilise technology.

The 'Zoom' app presents a free, stable, functional option whereby face to face interaction is possible.

Increasingly our society is becoming familiar with these new forms of communication, however we felt it was important to pull together this guide to help give you confidence in using the app safely.

This guide has been created as a pilot and in time may be developed further to create a more presentable resource, however we felt it important to respond as quickly as we could to this new environment.

This guide will include a rehearsal session for your small group. The aim of this guide is to help get you and your group familiar with the functions of Zoom and will give you a greater awareness of what can be done through this platform.

Please note, before attempting to follow this rehearsal session through, please make sure you have familiarised yourself with the guide entitled '**The Set Up**'.

We hope you will find this a helpful guide as you try to respond to this new world we find ourselves in. It goes without saying that none of us have been here before, so we'd love to hear what else would be helpful for you. We'd also love to hear how these guides have helped and the sort of things you are doing! Let's continue to learn from each other.

BEFORE YOU BEGIN

You will need to contact all members of your small group and ask them to download the Zoom app on their mobile/tablet, or on their computer. This is available through both the Apple App store and the Android Googleplay App store.

https://play.google.com/store/apps/details?id=us.zoom.videomeetings

https://apps.apple.com/us/app/id546505307

To use Zoom on your computer you will need to have a webcam, microphone and speakers. Most laptops/computers have these built in.

Remember - only the host needs to sign up for an account. All other members can just enter the room when invited.

You will need to invite your participants to the meeting. Page 13 of **'The Set Up'** guide gives you help with how to invite people by sending out the link/invite, so please refer to that if you need to. Please note, if you have set up the room with a password (which we would highly recommend), make sure you give your participants this as well!

At the time of your meeting, your participants will be able to click on the link/invite, and if they have the app downloaded it should open up and take them straight to the room.

Alternatively, if they have the Zoom app, they can go on there, click 'Join a meeting' and enter the Meeting ID and password. The meeting ID is the number contained in the link.

FIRST THINGS FIRST

When the meeting begins and participants are logged in, you should be able to see each other and hear each other.

It is useful at the beginning of your call to go around each participant and check that they can hear and be heard. Have everyone in turn say hello and how long it is since they last left the house.
You will need to address each participant individually. No longer can you 'go around the circle' as everyone appears in different orders on different screens. (Make sure that nobody is on mute when talking!) Everyone else will need to remain as quiet as possible when others are talking - or put themselves on mute.

It is also helpful at a very initial stage to make your group aware of the difference between 'Speaker View' and 'Gallery View'. 'Speaker View' shows the person who is currently speaking (or the screen which noise is being picked up from!), whereas the gallery view enables participants/to see others. Depending on how big the group and which device they are using, will depend on how much of the group they can see at once. To access the different views depends how the participant is accessing Zoom:
- On a computer there should be a button in the top right of the screen which says 'Speaker View' or 'Gallery View'.
- On a tablet, theres a 'Switch to Gallery View button' on the top left
- On a phone you will need to swipe from right to left.

Zoom may be a new platform for many of your group, and certainly if it is the first time you've been on there as a group it is useful to talk through how your group will interact. It may be worth revisiting some of the values/behaviours which help your group to function face-to-face. Many of them will still be very applicable.

(You may want to update your code of conduct and share that with the group, or you could ask your group how they think doing a small group through Zoom is the same as face-to-face contact and what is different and how that effects the way they interact with each other and behave etc.)

It's also worth reiterating some of your safeguarding practices with the young people so that they know that everything is still applicable, even in this new world!

REHEARSAL ACTIVITIES

Once everyone is set up and has joined the meeting, try out a few of these activities to get yourself and your participants used to the Zoom platform.

1.REACTIONS
Ask everyone to find the thumbs up or clapping (reactions) and click on it.
(Found under '...' on mobile phones on bottom right, under the '...More' icon on tablets (top right) and under the 'Reactions' button on computers found on the toolbar along the bottom).
These emojis are useful for responding to what someone is saying without disrupting the audio.
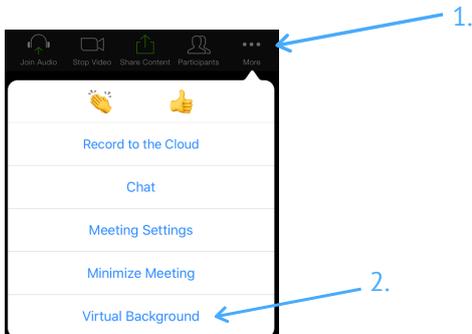
2.VIRTUAL BACKGROUNDS
Ask everyone to change their background by choosing one of the virtual backgrounds or one of their own photos.
The Virtual Background can be found in the following places:
- On a computer, click on the upward arrow next to your the video icon and click 'Choose Virtual Background...'
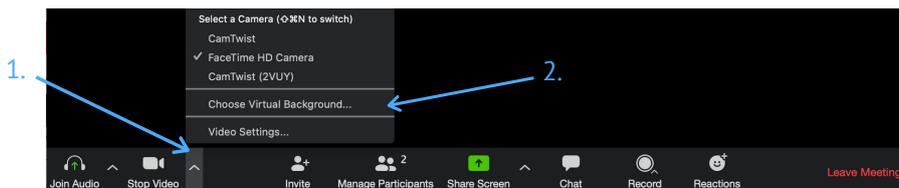
-On a tablet, click 'More', then 'Virtual Background'

Host note: This can be quite entertaining, however, do create some ground rules around this as if backgrounds are constantly changing throughout your sessions, this can be quite distracting. (This option may not be available on all devices)
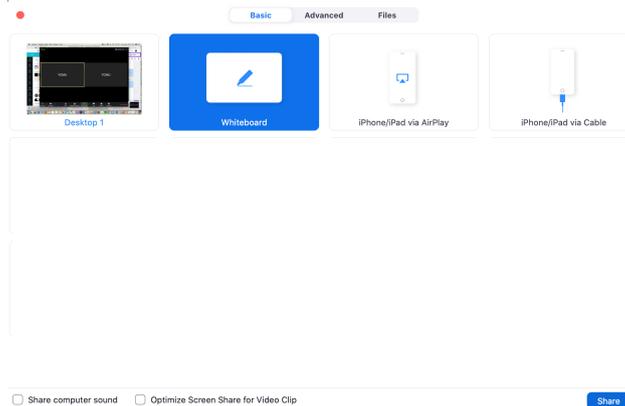
3. WHITEBOARD FEATURE

Share a blank whiteboard and ask everyone to write their name in a colour of their choice.
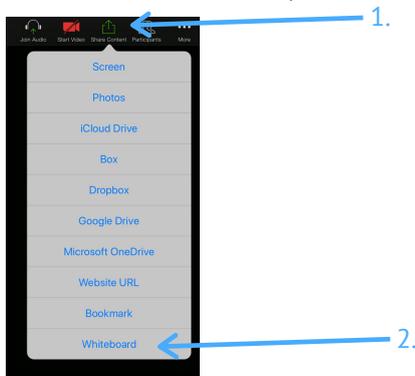
On a computer:
1. Click 'Share Screen'

2. The following Share Screen box will open up. Click 'Whiteboard' and then click 'Share'.

This will bring up the whiteboard on which you can draw on using the tools.

On a tablet...
Click **'Share Content'** on the tool bar, followed by 'Whiteboard'

This will bring up the whiteboard on which you can draw on using the tools.

Others will be able to also draw on this whiteboard. From a computer, if you click 'View Options followed by 'Annotate' you will be able to add to this screen.

On a handheld device you simply need to click on this icon and it will allow you to contribute to the whiteboard.

Experiment with people taking screenshots of the whiteboard.
If you want to you could ask each person in turn why they chose their specific colour.

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4. ROCK, PAPER, SCISSORS

Split the group into pairs using the 'breakout rooms' function. Please note this can only be done when Breakout Rooms are enabled in your settings, and when you are hosting from a computer. This can be done by selecting 'Breakout Rooms' and then choosing how many rooms you need to make this happen. Our advice would be to assign people manually to avoid Zoom randomly pairing up those over 18 and those under 18 in a private room.
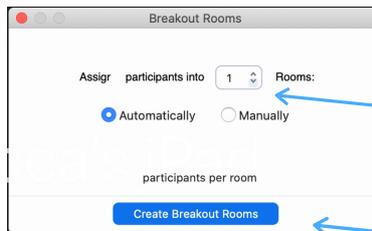
Change this number to as many rooms as you need for the size of your group.

Once you have edited the number of rooms, click 'Create Breakout Rooms'
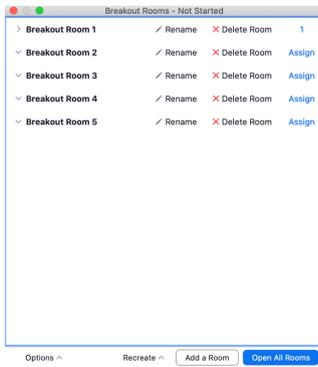
A confirmation of all the rooms that you have created will appear. You can view who is in which room by clicking on the downward arrow next to the Breakout Room Name. If you need to move anyone can click on their name and click 'Move to' and you can then select the appropriate room to move the to.

Before clicking on 'Open All Rooms' check the options at the bottom of the box. They should be displaying as per the example here:
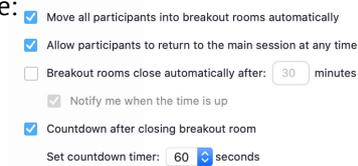
Ask them to play a game of rock, paper, scissors with each other. Best of 7 rounds. After seven rounds they can re-enter the meeting and ask each one of the pairs who won.

5.HANGMAN/NOUGHTS AND CROSSES

Reallocate the pairs using the 'Breakout Rooms' and ask each pair to play noughts & crosses or hangman using the whiteboard. This time, they will have to share their own whiteboards in the breakout rooms to make this happen.

6. RIDDLE/CONUNDRUM

Share a screen that has a simple riddle/conundrum on it. Give everyone a few minutes to think of an answer. Then take it in turns to share your answers. Tell the group the correct answer at the end.

Sharing your screen is achieved in the same way as sharing the Whiteboard, only this time, select the screen that your riddle/conundrum is on. You may have this in a Powerpoint/Word Document etc. As long as this is open on your computer at the time of sharing, it will appear as an option.

For Tablet sharing you may need the file to be saved as a photo on your device or through one of the other online storage systems such as iCloud, Dropbox, Google Drive, Microsoft OneDrive etc.

7. YOUTUBE SHARE

Share a short YouTube video on a subject of your choice, and then ask each person to say what they thought of the video.

Again - this is only fully functional through computer hosting as opposed to through a tablet. The reason being is that the sound doesn't share well through tablet sharing.
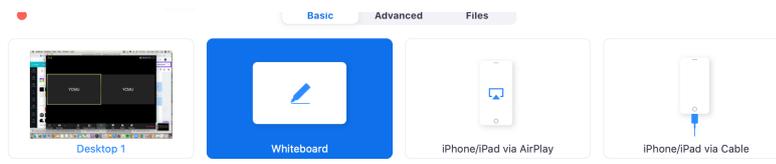
To do this on a computer:
Ensure that your Youtube Video is already open. Then click 'SHARE SCREEN'

To do this on a computer:
CLICK SHARE SCREEN

Your Youtube video will appear here

Click on the box which contains your youtube video so that it turns blue.

☐ Share computer sound   ☐ Optimize Screen Share for Video Clip   Share

IMPORTANT
If you are sharing a video/youtube clip etc. make sure these two boxes are ticked!

Click Share when you are ready to share the video

8. SOCIAL QUIZTANCING!

Have a short quiz. When you ask the question give group members a few seconds to write their answer on a piece of paper. On a count of three ask everyone to hold it up to the camera. Award a point to everyone who got a correct answer. You could keep a tally of the points in the chat box so everyone can see it. (This is found at the bottom of a computer screen, or at the bottom right of the 'Participants' screen on a hand held device.

9. TREASURE HUNT

Try a run around game. Tell your group an item that they have to find in their house.
The first person to bring the item back to the screen so that you can see it wins a point!
For example: a Bible, something beginning with Y, a teaspoon, something chocolatey, shampoo, a teddy/soft toy, a clothes peg, a screwdriver.
You could keep track of scores by either writing it in the chat box or by screen sharing a whiteboard/document.*

*When screen sharing, it's not always the easiest to see all participants and so depending on the size of your group, this might not be a good way of keeping track of who is arriving back to the screen first.
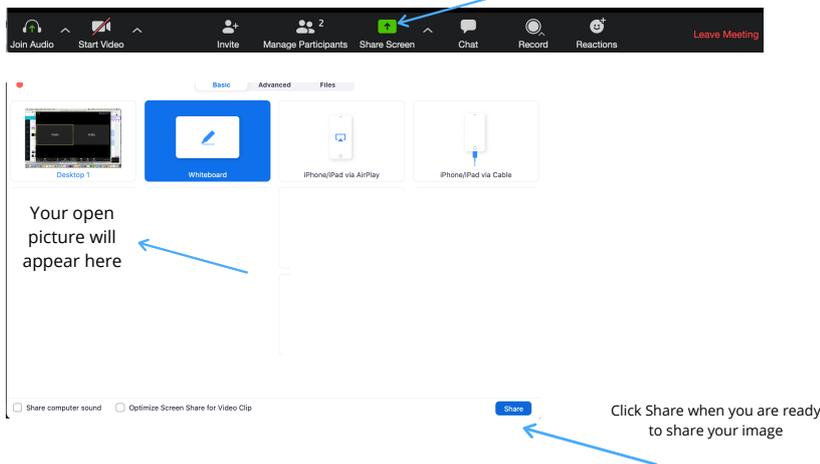
10. PHOTO SHARE!

Ask group members to scroll through their photos and pick a favourite, then share it to the meeting via the 'Share' function.
Each person could chat about why they chose that photo.

On a computer:
Find the picture you want to share and open it up.
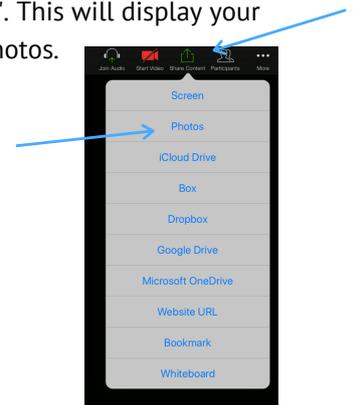Click 'Share Screen'

On a handheld device:
Click 'Share Screen' followed by 'Photos'.
This will then display your photos. Select the photos you want and then click 'Done'. This will display your selected photos.

Your open picture will appear here

Click Share when you are ready to share your image

LASTLY...

Here's a few other things to help your meet ups function at their best.

- Set up in a quiet space, using a device that can be plugged into the mains (batteries can drain quickly!)

- Headphones work best as they minimise background noise and don't relay the speaker sound back into the system. It is good practise to mute yourself and ask others to mute themselves when they are not speaking - however, some youth activity benefits from the ambient noises of comments and reaction, so learn when might be best to enforce muting and when to allow the 'energy in the room' to be shared.

- As the host it is probably best to use a desktop rather than a tablet, especially for sharing another screen to everyone. Not all functions are available to share from a tablet.

- Finally, give yourself permission to fail at this. Not everything will work first time. Internet connections will vary and some things won't work at all. Doing ministry in this way is a new thing. Give yourself good grace in it all and even let the young people know that failure is a possibility. We're after good connection rather than a really slick presentation!

We hope these ideas will give you a good range of things to try out through Zoom, help build your confidence in navigating the platform and interacting well with your young people. Please do make sure you have made yourself aware of the set up guide to make sure your settings are set up in a safe way, and that you adhere to your usual safeguarding policies and procedures.

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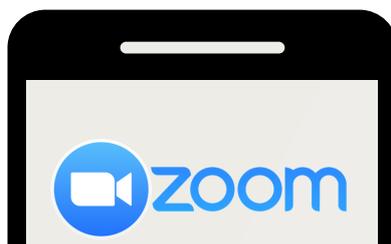E: youthchildren@salvationarmy.org.uk

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