



BARKER ROAD METHODIST CHURCH

BRMC SMALL GROUPS ONLINE GUIDE

This is a basic guide on how you can run a Small Group gathering on digital platforms such as Zoom or Skype.

- Different platform offers different features and limitations, do look through the options available and see what would be suitable for your group.
- Most of the BRMC Small Groups are using Zoom or Skype. We recommend Zoom as it has better usability and suits the needs of Small Groups.
- Click [here](#) for guides on how you can use Zoom and Skype,
- In your Small Group, you may have the following roles. Some of these roles may be done by the same person:
 - Host
 - Facilitator
 - Worship Leader
 - Bible Study Leader

Roles	Responsibilities	During meeting
Host	<ul style="list-style-type: none"> • Understand the basics of how the platform works on laptop and mobile devices eg mobile phones, tablets • Have every Small Group member’s email ready • Create online meeting • Invite everyone into the meeting and send out the invitation link • May need to conduct trial sessions with members who are less familiar prior the actual meeting • Ensure that everyone in the online meeting is up and running on the actual day and reach out to them if they are having difficulties 	<ul style="list-style-type: none"> • Welcome everyone and introduce yourself as the host. • Explain to them that you will be helping them with the technological aspect of the meeting. • Go one round quickly to say hello to each person and check if their mic and speakers are working, check that everyone is able to hear each other.

Facilitator	<ul style="list-style-type: none"> • Open the Small Group meeting in prayer • Facilitate Welcome and transition into Worship • To ensure everyone feels welcomed and engaged • Set a warm and caring atmosphere 	<ul style="list-style-type: none"> • May consider spending some time warming up the group on this new platform eg virtual tour of each other's house/office • Open in prayer like how you would in a physical meeting, invite God's presence into this online meeting • Explain that because it is an online platform, our conversation needs to be based on turn-taking. If anyone wants to talk or have something to add, they can raise their hands in the cam and the facilitator can invite them into the conversation at the right time • You may also want to remind the group on the group norms to observe eg everyone to be on default "mute"
Worship Leader	<ul style="list-style-type: none"> • Pick the song(s) • Get ready the YouTube link(s), video(s) or lyrics. • Trial run the YouTube link(s) using the "Share Screen" function with one of your Small Group member before the actual meeting. Some YouTube link(s) can be lagging as the file size is big. Do check which link works best with the "Share Screen" function. • Lead everyone into the presence of God through songs and close in prayer 	<ul style="list-style-type: none"> • Lead the time of worship like how you normally would. • Have the songs prepared either via YouTube, video(s), lyrics on slides or website <ul style="list-style-type: none"> ○ Make use of the "Share Screen" function to share the video/YouTube if you would like everyone to sing along with the video ○ Make use of the "Share Screen" function to share the song lyrics via a website/PowerPoint if you would like everyone to sing Acapella ○ Remember to select "Share Computer Song" • Before you begin, ask everyone to mute their mics, only your mic should be switched on. • Now start singing and trust that everyone else is singing and worshipping along from where they are

		<ul style="list-style-type: none"> • When you are done, close in prayer, end Share Screen.
Bible Study Leader	<ul style="list-style-type: none"> • Lead everyone into a facilitated time of bible study • Invite different members to participate in the discussion as some may be uncertain about when they should or should not speak in this new platform • Set an atmosphere of openness to the Spirit and to one another 	<ul style="list-style-type: none"> • Facilitate the Bible study like how you normally would • Like in a physical gathering, you may still invite everyone to read a portion of the assigned scripture • You may make use of the “Share Screen” function if you would like to show your group certain materials eg Bible passage, pictures • Invite members to participate actively by raising their hands when they need to speak • You may incorporate sharing or smaller group discussions using the “Breakout Rooms” function.

Smaller group discussion/sharing/prayer - “Breakout Rooms”

- Like in your physical small group, there would be times where you break your members into smaller groups
- Zoom has a “Breakout Room” function where you can do so. Click [here](#) for details on how you can set it up.
- Alternatively, you may also manually divide the group into smaller groups. Get the smaller groups to make use of video call function on their phone eg WhatsApp video call, iPhone FaceTime
- Specify a time for the group to reconvene or end the meeting before everyone breaks away

Others

- Debrief with your core group after the session and see if any fine tuning is needed for future sessions
- Follow up and catch up with your group members as per normal, with phone or video calls
- Plan for your next Small Group meeting
- Visit BRMC [website](#) for weekly One BRMC Service, Sermon Study Guide and COVID-19 updates
- Get in touch with the Pastoral Staff should you need any help or pastoral care:
 - YAM: Lincoln Wee (lincoln.wee@brmc.org.sg)
 - Adults: Renata Liew (renata@brmc.org.sg) | Charmaine Tang (charmaine@brmc.org.sg)