Zoom Large Groups

Roles

- **Zoom Host:** *schedules call (with waiting room), turns off waiting room when pre-party begins, manages audio during the call (muting people who forget to, muting new adds, keeping audio clean)*
- **Pre-Party Leader:** *Is the host of the time before large group starts. Keeps the conversation going, welcome new adds.*
- **Powerpoint:** *Preps and runs powerpoint during the Zoom call. Manages the share-screen functions, and is careful not to un-share a PPT too soon (it's jarring).*
- **Emcee:** *Does typical emcee things, welcomes people to the meeting, runs announcements, "spikes" it spiritually at the end, etc.*
- **Worship Leader:** *Only works with one person (guitar/voice or keys/voice), they will need strong Wifi and at least a computer for decent audio (external mic is best)*
- **Speaker:** *Gives the message. It is wise to include a couple moments where you invite people to write something in the chat, or to un-mute and repeat a key phrase (i.e. "un-mute and repeat 'God is with me!'"). This helps keep listeners engaged.*
- **Prayer:** *Person or team that prays for speaker, intercedes for the night, might pray for those who ask for it after the meeting.*
- **Communications Director:** *Posts on social media, schedules people to go on IG live, sends out emails, etc.*
- **Administrator:** *Creates virtual contact card, data entry & follow up.*

Recruitment

- Since this is new, you will want to use every tactic you can think of to recruit students to join. Here is what we tried (and it was fairly successful)
  - Individual texts to students inviting them
  - Having an influential student leader give a message (if they are ready to)
  - Blitz social media on stories and feeds (IV accounts, leaders posting on theirs, etc.)
  - Go live on Instagram before your pre-party (we hosted a "pre-pre-party" to engage folks and invite them to the pre-party on zoom, reminding them large group is starting soon)
  - Send out an email to your student list on Mailchimp

- ○ Post in your GroupMe or whatever you use for fellowship engagement about it, including hyping the speaker, etc.
- ○ Encourage people who join to take a photo/screen shot of their screens and to post on their social media tagging your IV accounts (so you can share their stories onto your story, creating FOMO)

Troubleshooting

- Make sure your PPT person is familiar with Zoom and knows how to share a specific window for PPT, and how to bring everyone back comfortably
- Make sure your zoom host is comfortable manually muting people in the participants section, and knows how to allow waiting room folks to auto-join once it starts
- Get strong WiFi for your worship leader and speaker, and consider having them use upgraded microphones for better audio (we did it with regular computer mics and it was okay)
- Encourage everyone to mute themselves during the content (including worship). Worship will sometimes lag and it's too hectic for all to sing at once.
- Having a clean and beautiful PPT will make it feel "legit" and help outweigh the other oddities of being on Zoom for a large group
- Plan an afterhang ahead of time (we streamed JackBox using share-screen on Zoom). If you want to share game audio, you will need to troubleshoot ahead of time how to share computer source audio with others. (it can be tricky)
- Make sure you have selected "host only" for screen sharing in Account Settings. There are reports on the NY Times that zoom links for large gatherings are being collected by trolls in Discord chats to join together and hi-jack to stream graphic content. It's highly unlikely, but to protect ourselves, make sure to set that up. You can add co-hosts to the call so someone else can run your Powerpoint.

Afterwards

- No matter how it goes… you are still loved by the Lord! He will say:

YOU DID IT!