



LIFEPOINT LIFEGROUPS

ONLINE LEADER GUIDE

The number one goal of this experience is NOT to cover the content.

The number one goal is to give your LifeGroups and LifeGroup Leaders a good experience interacting with others on a digital platform.

Give them the type of life-giving, interactive, facilitative experience you hope they create for others. If you teach them nothing at all, but you give them a good experience on digital platforms, you win.

Overview

6 Parts of an Online LifeGroup

1. **5-10 min: Intros and Icebreaker** (Connection before Content)
2. **5 min: Share the Vision** (We still have the same goals: Find Freedom, Connect, Grow)
3. **Suggested (but not limited to) Using Digital Platforms**
 - 5 min: Google Hangout
 - 5 min: Zoom
 - 5 min: FaceTime
4. **2 min: Leader Resources** [Leader Resource Page](#) (Resources at the bottom of the page)
5. **10 min: Debrief** (Ask for Reactions)
6. **5 min: Take-Aways** (Each One Shares One)

Suggested time frames will take you to just under 40 minutes.

Two ways you can use this guide:

1. Use this Overview page as your guide and ignore the rest of this document, OR
2. Use the complete guide as a line-by-line agenda (engagement activities/questions included)

Don't forget to add your personal touch!

Intros + Icebreaker (5-10 minutes)

Connection before Content

Interact: Greet people by name.

Interact: Do an icebreaker of your choice, or use one of these ideas:

Option #1: Icebreaker Questions can be found at our website <https://lifepointchurch.tv/lifegroups/> at the bottom of the page under "Leader Resources" called "[Ice Breaker Questions](#)"

Option #2: Everyone introduce yourself using this formula: "My name is _____, but all my friends call me (*name of childhood pet*) + (*name of street you live on*)."
(E.g.: "My name is Joe but all my friends call me Puffins McPherson.")

Give the Gift of Structure

- a. Don't just hope that engagement happens; *actively facilitate it*
- b. Call people by name, ask questions, allow silence, etc.

Reiterate the Vision

- Our goals haven't changed! Find Freedom, Connect, Grow
- *We're doing the same thing in a different way.*

Interact: Everyone share one take-away

Sharing the Vision (5 minutes)

Find Freedom, Connect, Grow

The goals of LifeGroups: Our goals haven't changed!

We're doing the same thing in a new way.

Find Freedom: We are not made to do life alone (now more than ever!)

Connect: When we do life together, our problems become smaller as God uses others to bring support and encouragement to our lives.

Grow: We are all created with God-given potential to make a difference in the world. We become more like Jesus as we grow in him and grow together.

- Reach out to those who don't know Christ
- Be intentional about identifying and building leaders

Using Digital Platforms (5 minutes)

Master the Mute

The 3 Features:

1) Mute

2) Screenshare

3) Chat

Group Exercise: Master the Mute: make sure everyone knows how to mute and unmute

- On phone, tap screen to make the controls appear
- On computer, move cursor to make controls appear
- On computer, spacebar toggles mute on/off

Tell:

- **Best general policy:** *"Everyone on mute."* Not always necessary but be ready to ask people to mute to cancel out background noise. Explain the "ugly" side of not being muted: any background noise makes your video pop-up (the equivalent of interrupting someone in person).
- **Best practice for leader:** wear headphones that have a mic (limits the annoying background noise people will hear)

- Don't make a group suffer by not asking people to mute. Even if you have to ask an individual by name--it's ok. Ask using a light hearted tone and pitch in your voice.
- Share your personal perspective/experience on using mute.

Using Google Hangouts (5 minutes)

Share your Screen and Use the Chat

Group Exercise: Share your screen

- Take turns doing it. Make it fun, e.g., ask everyone to share a picture of something that represents their small group

Group Exercise: Use the Chat

- Get everyone to use the chat. Ask a question and have everyone respond in chat.
- Option: This is a great place to insert an Ice Breaker Question (View Page 3). Example:
 - What part of elementary school do you wish could be part of your adult life?
 - What was the strangest family tradition in your family?
- Note: You can't start the first chat message from an iPhone, but once someone else has started chat from a computer, an icon will appear on bottom left of phone screen.

Creating the Invitation (5 minutes)

Individual Exercise: Feel free to walk them through the invitation process. Have them create an invitation for everyone on your call.

1. *Create an event:* schedule it for the same time you are meeting right now
2. *Add guests:* email the person the guest list for your call, and have them copy and paste all the emails into the guest list
3. *Click "add conferencing" and click "Hangouts"*
4. *Add a description*
5. *Save and send the invitation*

Joining a Google Hangout (5 minutes)

Group Exercise: Ask everyone to check their emails and find the invitation they just received for the new hangout

- Verify everyone has the email
- Verify everyone can see the *Join Hangouts* link
- Tell everyone you will end *your* call, and everyone will rejoin on the *new* invitation that was just sent
- Tell people how to contact you if they "get lost" during this transition

Creating a Zoom Meeting

Signing up and Scheduling a Zoom Meeting

1. **Sign up for a free Zoom account**
 - a. <https://zoom.us/signup>
2. **Click Schedule a Meeting**
 - a. Fill in the Meeting Info

- b. Meeting Duration: Choose 30 minutes (only 40 minutes and under are free)
- c. Make this a recurring meeting
- d. Meeting ID: Click Generate Automatically
- e. Video ON for Host and Participants (this way you can see one another)
- f. Meeting Options :
 - 1) Enable join before the host
 - 2) Enable waiting room
- g. Click SAVE
- h. On the next page you can copy the invitation and email it to your group members (or text if you are using your phone).

Joining a Zoom Meeting

Joining a Zoom Meeting

1. Download the App

Ensure that every LifeGroup Member has signed up for Zoom (including add the app to their phone or computer if needed)

2. Start Meeting

- a. Click invitation link in email or text.
- b. Zoom screen will appear.
- c. Click Start Video
- d. Mute/Unmute - Members can mute and unmute themselves during the call. It is best to mute when another member is speaking so that background noise is not picked up.
- e. Click End Meeting to end the video call.

Joining FaceTime

1. Open the FaceTime App (via iPhone, iPad or MacBook)

2. FaceTime on iPhone and iPad

- a. Click the "+" button in the Top Right Corner
- b. Type in the name or phone number
- c. Select Person and Hit "Video"
- d. Once the Person pops up, tap the screen, scroll up to bring an additional menu.
- e. Select "Add Person" and repeat the previous steps.

3. FaceTime on MacBook

Click/Select "All" in the top left corner

- a. Type in the person's name or number you desire to call and press "Enter"
- b. Hit the Video Icon/Button
- c. Once contact is established, move the cursor (the mouse) to the bottom left corner and click on the far left button.
- d. Then select "Add Person" and repeat the previous steps.

Resources (5 minutes)

LifeGroups Resource Site

If you guys have any other needs, don't forget to check out our website that supplies you with great information and resources available to you.

- Visit our LifeGroup web page under "Leader Resources" for resources:

<https://lifepointchurch.tv/lifegroups/>

Resources include:

- [Pray First Guide](#)
- [Ice Breaker Questions](#)
- [Book & Podcast Resources](#)
- [RightNow Media](#)