

ONLINE CELL A SIMPLE GUIDE

GENERAL COMMENTS

This is a guide on how to optimally run a cell gathering on platforms such as Zoom or Google Hangouts.

On Zoom, you will have 40 minutes before all your participants are automatically logged-out.

A smaller cell may be able to fit everything into 40 mins but a larger cell may need its Host to reinvite everyone back in when the time limit is reached.

You will need at most four cores playing the following roles: Host, Facilitator, Worship Leader and Word Leader. If your cell is under-supported by core leaders, these roles can be played by two or even just one person.

(We are using the term 'Host' to align with the terms Zoom uses.)

FACILITATOR

Your role is to:

- Open the night in prayer.
- Facilitate Welcome and its transition into Worship.
- To actively pass the Welcome sharing on from one participant to another, to another, to another, till the last one.
- Ensure that everyone contributes and that no one is left out.
- Set a warm and caring atmosphere.

HOST

Your role is to:

- Understand the basics of how the app works.
- Have every participant's email contact added to your app's contact list.
- Create the online meeting.
- Invite everyone into it or send out the invitation link.
- Ensure that everyone in the online meet is up and running.
- Re-invite everyone back into the online meeting if the app's time limit is reached and everyone is disconnected automatically.
- Problemsolve tech issues, for the cell as a whole or for individuals, if they arise.
- When the meeting is done, to 'End meeting' for everyone.

WORSHIP LEADER

Your role is to:

- Pick your song(s).
- Put it onto a slide and broadcast it to your group via Share Screen.
- Lead everyone into Worship by singing and closing in prayer.

WORD LEADER

Your role is to:

- Lead everyone into a facilitated Word time, using SOAP.
- Lead everyone into Prayer.
- Set an atmosphere where faith is grown and God is central.

HOST

- Welcome everybody and introduce yourself as the Host for this online cell. Tell everyone that your role is to make sure the technology is working for everybody.
- Go one quick round — say hello to each person in the meeting, and get them to respond.
 - This helps to establish that everyone in the room is acknowledged.
 - It also helps to test everyone's mic and speakers to ensure everyone can hear each other.
- When the last person has been acknowledged, pass it on to the Facilitator, who takes over seamlessly.

FACILITATOR

- Open in prayer and invite God's presence into the online meeting.
- Explain that because we are not physically in the same room, our conversation needs to be based on turn-taking. If anyone has something to add, they can raise their hand to their cam and the facilitator can bring them into the conversation at the right time.
- Ensure everyone that you will give everyone a chance to share.

Welcome:

- Facilitate everyone into a simple turn-based sharing, eg:
 - "How has work/living been for you since we started restricted movement"?
 - What kind of impact have you felt the most now that most places are closed?
 - (This helps you feel their mood on the ground as they adapt to new realities. Discussing the restricted movement is unavoidable and one might as well tackle it head-on here.)
- Depending on your group dynamics, after each person is done sharing, you can either let the next person (whoever it may be) start sharing, or you can call out someone to share.
- *Note: It's not a bad idea for the facilitator to have a hand-written list of participants to mark and track who has shared (and how many times) and who hasn't.*
- When the last person has shared (it might be the Facilitator themselves), pass the time over to the Worship Leader.

WORSHIP LEADER

Worship

- Have 1-2 songs prepared, with lyrics on slides.
- Before you begin, ask everyone to mute their respective devices, leaving you as the only one with a mic that's switched on.
- You can get a thumbs up from everyone to ensure this is done. Thank them and you can open in prayer while you get your lyrics slides up.
- On Zoom, click on your Share Screen function > Go to your Powerpoint/Keynote and play your presentation (your song slides). **Note:** *At this point, your whole screen and all your windows, desktop files, etc will be visible to everyone.*
- Your song slides will now be on everyone's screens and will remain on their screens till you click 'End Share Screen'.
- Now start singing and trust that everyone else is singing/ worshipping along from where they are.
- You can declare scripture or exhort your people in between songs as you normally would.
- When you are done, pray to close and click 'End Share Screen'. Thank everyone and tell them they can un-mute their devices again.

We tested this...

- Doing a collective worship with everyone's device mics on creates a breaky and delayed singing and proves to be much more distracting than helpful. This is why everyone other than the Worship Leader should go into mute function.
- We also tested leading with a guitar or a piano. Neither works well as your computer/phone microphone can only pick up your voice or your instrument at one time, and this results in a thin, wobbly sound that again takes away more than it adds.

WORD LEADER

Word

- Get everyone to read a reasonable-length passage of scripture. (You can also use Zoom's Share Screen function so that everyone sees the same text.)
- Facilitate everyone sharing:
 - **Scripture:** Which verse spoke most to them?
 - **Observation:** What did they observe in the text?
 - **Application:** How does this truth change the way they live?
- Share your own S, O and A.
- Word Leader or Cell Leader can impart any relevant insights to the cell to lift up their faith.

Prayer in a small online cell

- If your group is small, you can all take turns to pray, with either the Word Leader or CL closing the cell in prayer.
- Then thank everyone, say bye-bye and the Host clicks on 'End meeting > End meeting for all'.

Prayer in a big online cell

- If your group is big, you can close in prayer, read out pairs of names (BB-GG) and get them to call each other on the phone and pray for each other there.
- After all the phonecalls are made, text into the cell WhatsApp group and thank everyone for their participation and to join again next week.

CLOSING COMMENTS

Debrief with your cores after the session is done.

Let your ZL/District Pastor know how online cell went and what you learnt from it.

Follow-up with your people as per normal, with phonecalls.

Prep your cores for the next week!

Oh and yes, don't worry too much about how you look on camera. We assure you everyone else isn't thinking about how you look, but about how they themselves look on camera! 😂 Just enjoy the experience lah!