

On-line Seminar Meeting Ideas

If your CS Seminar/small group needs to “gather without gathering” here are two easy media methods:

Telephone Conference Call

A telephone conference call is easy to use and accessible to almost everyone. However, CC is designed as an interactive platform (everyone can speak and everyone can hear) and there is often background noise or feedback that effect quality, so we advise that you ask everyone to “mute their phone” to reduce noise and disruption. We recommend Free Conference Call <https://www.freeconferencecall.com/> The call is free and hosts up to 1,000 phones.

Zoom - for video, conference rooms & phone

It's free, host up to 100 participants, 40mins limit on group meetings, unlimited number of meetings, simultaneous screen share, join by telephone call-in, personal room or meeting id, instant or scheduled meetings, etc...<https://youtu.be/VnyitUU4DUY>

Skype – communication tool for free calls and video meetings

Easily generate and share your online meeting in 3 simple clicks. No sign ups or downloads needed
<https://www.skype.com/en/free-conference-call/>

Facebook Live

Facebook Live is perhaps the easiest way to broadcast your CS Seminar/small group study. Broadcaster will need a device with internet connection and a camera (a smart phone will suffice.) The broadcaster will need a FB account, and each participant will need a FB account also. You can even schedule your stream or host a watch party.

Here's how you can live stream your Seminar:

1. Tap the camera icon to the left of your search bar.
2. Give Facebook access to your camera and microphone when prompted.
3. Switch to "Live" on the bottom of your camera screen.
4. Choose your privacy and posting settings.
5. Write a compelling description.
6. Tag your participants in the post so they get a notification that you're going live.
7. Set your camera's orientation.
8. Click the blue "Start Live Video" button to start broadcasting.

Make sure you have someone who can assist you who interacts with viewers online during the Seminar. You'll also be able to see how many people are watching and who has joined the Seminar/small group study.

Also, you'll want to go live for no less than ten minutes and no more than ninety minutes.

For more information we've posted a link in the description of this video that will guide you through an online tutorial. <https://blog.hubspot.com/marketing/facebook-live-guide>

Adapted from Church Media Instructions from the AGNCN website March 12, 2020

HOW TO USE RIGHTNOW MEDIA WITH CLEANSING STREAM (CS) MATERIAL

1. RightNow Media (RNM) is a website that could be described as "Netflix for Christians." Churches create an account, similar to a Netflix account. The church pays a monthly fee for their congregation members to have access to everything that's on the RNM website.
2. A church would start by creating a RNM account. Prices are based on the size of the congregation, starting at \$80.00/month for congregations of less than 100 members. The church pays the membership fee and offers access to the website to their members for free via email invitation. Many churches have already purchased a RightNow Media account and have already made the account free to church members.
3. There are over 20,000 Bible-based videos currently on RNM that members can access at any time from their computers, as well as tablets and phones through the app. This includes many well-known Christian speakers and teachers, as well as content for children, youth, women, men, marriage and family, church leadership, etc. RNM also streams live conferences.
4. In addition, churches have the ability to create their own content and make it available to their members. This could include video teachings that the church creates, including Bible studies, special speakers, annual meetings, etc.
5. Once a RNM account has been created, the church would assign Administrator(s), who have the ability to create content and assign courses. More than one Administrator can be assigned, so multiple ministry leaders can have the ability to independently create and assign content.
6. Churches would load the email addresses of their members into the church account. This generates an email invitation to the member, which includes a link allowing them to create a user ID and password. From then on, members would go to the website, log in, and access any of the established content, as well as material the church creates and assigns. New members can be added at any time.
7. If you have individuals attending your CS classes who are not members of your church, the Administrator has the ability to send invitations to those outside of the church membership so they can create an account.

8. RNM works with videos uploaded from either YouTube or Vimeo. So, the next step is to create an account with either YouTube or Vimeo. You would then upload the CS videos from your computer into your YouTube or Vimeo account.
9. RNM requires that you have permission from the copyright owner to use their material. Since CS material is copyrighted, the church should obtain authorization from CS to use the material in this manner. The CS material needs to be password-protected within Vimeo or YouTube, to ensure that only those individuals that are supposed to have access can do so. Recommend each video be given a unique password.
10. Recommend your CS Coordinator be the Administrator for your CS material, if at all possible. Once your members have created their accounts and user ID's, the Administrator can create a distribution list of the individuals that you wish to send the CS courses to each time. You would create a separate course for each CS video, so they can be assigned individually.
11. RNM provides excellent tutorials for how to create courses.
 - a. This includes creating a title and description for the course, pulling in video content, and adding questions for members to answer, if desired. Questions can be in the form of short answer, long answer, multiple choice, and true or false, etc.
 - b. Consider including at least one question of any type to be answered after the video has been watched. This is a way to ensure that the member has, in fact, watched the video and can answer something about the content. Videos can be watched as many times as desired.
 - c. Once the Administrator has finalized the course and saved it, it can be sent to the individuals on the distribution list. Additional member names can be added to each course at any time.
12. Members on the distribution list receive an email that includes a link to the course. Upon clicking on the link, the member is taken to the RNM website, where they enter their user ID and password. The main page includes an inbox, showing what courses have been assigned.
13. Upon opening a course, to watch the video, the member will be asked for the password you have assigned to that particular video, when you loaded it in Vimeo or YouTube. Ensure that members understand that the video passwords are NOT the same as the password they use to log into the RNM website. You can give out passwords one at a time, as the courses are assigned, or provide all passwords at once at the beginning of the Seminar.
14. Members would watch the video and answer any questions that have been assigned. It is important that the member allow the video to run through completely, allowing it to stop on its own, before closing the course. This ensures that the RNM system recognizes that the material has been completed. This is particularly important when the member is viewing the video on a mobile phone or tablet, where Wi-Fi or cellular signals may be easily interrupted.
15. When the member has completed the material, RNM sends an email to the Administrator. The Administrator has the ability to see when members have started the material and when they have completed it. If questions were required, the Administrator can also see what the members have

entered as answers to the questions. This gives the Administrator the ability to determine if members are grasping the concepts provided in the material.

16. Recommend the Administrator monitor the progress of course completion to determine if members are keeping up with the material. This gives the Administrator the ability to touch base with a member who may be falling behind or might have been experiencing technical difficulties.
17. I have been using this system to implement CS material for the last several years, so I am happy to answer any questions about how to use it to implement CS material. I can be reached at dsaylor@cleansingstream.org or 706-414-7204.