

## **BEST PRACTICES/ONLINE ETIQUETTE**

1. **Ask group members to download and test the meeting software prior to the meeting.**
2. **Make sure your face has sufficient lighting.**
  - Lighting works best in front of your face, not behind.
3. **Make sure your face is centered in the video camera.**
  - We don't want to see your forehead, or neck, or miss you all together.
  - Position the camera to eye level or slightly above.
4. **Select the quietest room/location you can find.**
  - Turn off anything making noise in the background (TV, radio, appliances).
  - Put pets in a different room or have them in a place where they will be most quiet.

\*Do not be offended if your leader asks to see a "360". That is allowing the participants to see your whole space to be sure that you are the only one in the room.
5. **Only use one device per household or wear headphones.**
  - When two devices are used in one location it produces feedback (really annoying noises).
6. **Mute your device unless you're talking.**
  - If everyone's microphone is turned on at the same time, the sound quality can be an issue and it can be hard to hear the person who is talking. The best policy is to mute yourself when you are not talking.
  - If you are muted, make sure to nod your head and listen well so people can recognize you are following them.
  - You will be muting and unmuting A LOT, so get used to it.
  - Also, you'll get called out if you don't unmute, so don't be offended.
  - Or maybe, the moderator will mute you, so don't take that personally.
7. **Be an assertive moderator.**

- The moderator/host of the group will need to be welcoming and in charge. Make sure as host you jump on a few minutes early to welcome everyone.

#### **8. Create a plan for participants to indicate they'd like to talk.**

- You may try something like raising a hand, answering in a specific order, or another signal.
- Since participants will often be muted, having a plan will help you know when to mute and unmute.

#### **9. Give full attention, don't multitask.**

- When participants are not paying full attention it can be a big distraction online just like in an in-person group.
- When talking, spend some time looking at the camera, not just the screen.

#### **10. Stay in touch afterwards.**

- Assign prayer partners to call each other after group is over and pray with them.
- Or text each other in gender specific text chats to share requests.
- Leverage [GroupMe](#), [Facebook Groups](#), [WhatsApp](#), etc. as a place to stay connected and keep the conversation going throughout the week.

\*\*\*\*All must agree to the following to be in Open Share:

1. Wear headphones
2. No recording of any kind
3. Must be alone in the room/space that they are in and willing to show it