Beginners Guide to Online Ministry in the Age of COVID-19

In this extraordinary time when we must "stay at home" ministers and ministry units across the Diocese of Christchurch (and across the world) have been working on new ways to be church: online worship, online children's ministry, online administration meetings, etc.

Some of us have become rapidly up to speed on all things "online" and some of us (including myself) are slowly learning new skills.

This document and its links and contact addresses and phone numbers is intended to help those of us who feel we have a lot to learn and are keen to get started on some first steps.

There is no expectation that we all uniformly reach the same standard of online mastery. Already some of us have reached a level of connectedness with our ministry units which works well. That level may be quite low tech (for instance, emailing out weekly resources for worship) or very high tech (for instance, a prerecorded service with contributions from singers, intercessors and liturgists as well as one's own well illustrated sermon , all edited to an exceptional standard).

If what you are doing is working well, keep going!

Rather, this resource document is for those who are not content with what they have achieved and long to connect with their congregations in ways which are not yet mastered. Our hope is that this document is a helpful starting point for a new chapter in your ministry.

The intention here that through the use of a platform such as Zoom, we might be able to conduct meetings, small groups and services online with direct participation or, if we choose, prerecord a service which is uploaded to YouTube and/or Facebook for use on a Sunday or other day when a service is regularly offered in our ministry unit.

Incidentally, there is no right or wrong method for online worship using video and audio: there are advantages and disadvantages to direct, live worship and also to prerecorded services. The obvious advantage to the latter, of course, is that mistakes in production can be ironed out before delivery on the day.

Blessings,

Peter Carrell
On behalf of the Diocesan Ministry Team.

LINKS AND RESOURCES	
Reflections about COVID-19 and Ministry from Steph Robson	https://anglicanlife-my.sharepoint.com/:b:/g/personal/mentalhealth_anglicanlife_org_nz/ETw58yrpOCZAnNnQ7DnpBO8BKasm5uOG9m8hKbFqkEh7YQ?e=Z678f7
Learning from a crisis by Bernard Walker (University of Canterbury)	https://anglicanlife-my.sharepoint.com/:b:/g/personal/mentalhealth_anglicanlife_org_nz/Eb_NG5F780NBmRrz_t-s4zgB61d17G3YlcdOnY3oBW9eDg?e=MVlfG7
GENERAL ARTICLES ABOUT TECHNOLOGY USE	
Article- Reporting an increase in church engagement with the shift to online worship	https://www.bbc.com/news/uk-scotland-edinburgh-east-fife-52262025
Article - Reporting an increase in "prayer" google searches	https://www.christianitytoday.com/news/2020/april/coronavirus-searches-online-converts-pray-cru-bgea-wmo.html
Article - How to hold meetings and events that connect people - even online	https://ideas.ted.com/how-to-hold-work-meetings-and-events-that-connect-people-even-online/
Article - What is the meaning of online church?	https://www.psephizo.com/life-ministry/what-is-the-meaning-of-online-church/
ZOOM	
What is it?	Zoom is a program that combines audio, video and message boards to allow genuine interaction and conversation among a group who are remote.
Why use it?	Zoom can be used for lots of different purposes. On Zoom you can interact with small or large groups of people and is an easy program to use to record content which can then be uploaded onto YouTube or other platforms.
What do I need to be able to use Zoom?	• You need a video camera, either built in to your device or a separate webcam (most modern computers, smartphones and tablets have this built in) • a microphone, either built in to your device or in the webcam (most modern computers, smartphones and tablets have this built in), or a phone • a broadband internet connection • the Zoom client installed on your machine. (Zoom has clients for Windows, Mac, iOS and Android.)
How do I get it?	The easiest way to get started: • When someone invites you to a Zoom call, they will likely send you a link that looks like https://zoom.us/j/1010101010 (not a

	valid link)
	• If you are using a laptop or desktop computer and don't have the Zoom client yet, when you click on the link the client will automatically download and then connect you to the call. If you already have the client, you will just be connected to the call.
	• This usually works well but it takes a little time to go through the installation process, which may feel awkward if you are trying to be on time for a call. You may prefer to do the installation manually before the call. If you will be using smartphone or tablet, you will need to do the manual installation. The manual way to get started: • If you are using a laptop or desktop computer, go to https://zoom.us/download#client_4meeting where you can download the client for your machine. Install it the way you would install any software. • If you are using a smartphone or tablet, go to the iOS App Store or Google Play, search for ZOOM Cloud Meetings and download the app.
How do I set up a Zoom account?	There is a free version, but the limit of time can be 40 minutes. (I happen to think that online worship services should be a little shorter in duration than services in physical buildings, so 40 minutes may be fine). Up to 100 participants can be accommodated. The next level is a subscription around the $250 per annum mark. Unfortunately, at this time the Diocese is not in a position to pay this level of subscription for each ministry unit. However, if there is an inability to pay this, please contact Stephanie Robson, education@anglicanlife.org.nz who will work with you on making an application for funding from the Clergy Professional Development grant. It is important to note that you may only need to have a subscription for a couple of months which will reduce the cost (approximately $20/month)
How can I use Zoom for a church meetings, Bible study, prayer sessions or small groups?	https://www.churchofengland.org/more/church-resources/digital-labs/labs-learning-blog/how-use-zoom-church-meeting-bible-study
Article - Why video chats are wearing us out and tips about zoom use	https://www.psychologytoday.com/nz/blog/deviced/202004/why-video-chats-are-wearing-us-out?fbclid=IwAR1iHAF_SN0t0Lwmjd4aQC-Q9pm6PYWiQ1OuUAXMBq6Y5Wuk0jrekb-2Hik
Contact Person	Scott Walters Email: dioadmin@anglicanlife.org.nz
FACEBOOK	
What is Facebook?	Facebook is a social networking site. It lets you share photos, videos, links, status updates, and much more with your friends. You can upload

	a short video to FB easily as a post. This means you create the video and then upload it, and people can watch it at their leisure, or as their timetable permits. They can also watch it a second time, or more.
What do I need to use Facebook?	A personal Facebook account which you can create at https://www.facebook.com
How can I create a church Facebook page?	https://www.churchofengland.org/more/media-centre/digital-labs/labs-learning-blog/how-create-facebook-page-your-church
Contact People	Jo Bean Email: editor@anglicanlife.org.nz Scott Walters Email: dioadmin@anglicanlife.org.nz Charlotte Falloon Email: mentalhealth@anglicanlife.org.nz
HOW TO RECORD A SERMON	
How can I record a sermon or service?	There are lots of different ways to go about doing this. You can record on Zoom, YouTube, Facebook or using a platform.
What is an easy way to record a sermon?	Here is a short video about how to record a sermon on Zoom and upload it to YouTube (featuring Gareth – Director of Theology House) https://www.loom.com/share/297d3fac0e934cf3b91a777663c6f9b3
How can I record a livestream on Youtube?	https://www.eventbrite.co.uk/blog/webinar/livestream-your-event-online-ds00/
Mac– Using Quicktime player	https://soundsupport.biz/2018/11/25/easily-record-audio-or-video-on-your-mac-using-quicktime-player/
Mac– Using iMovie	https://osxdaily.com/2017/01/25/record-movie-into-imovie-mac/
Windows - Loom	https://www.loom.com
Windows	The DMT primarily operate using Apple products. If you have Windows expertise and are willing to assist or have suggestions, please email Charlotte - mentalhealth@anglicanlife.org.nz
Contact People	Braden Ramsell Email: braden.ramsell@outlook.com or 021 166 3386 Grant Bennett Email: gbennett@christscollege.com
HOW TO EDIT A RECORDING	
How can I edit a sermon/put clips in/add music?	You can edit a sermon or create a full service using one of the programs below. If you have never edited before or are inexperienced, we highly recommend you getting in touch so we can help you depending on what your situation is.
Mac – Using iMovie	https://mediacommons.psu.edu/2017/12/03/introduction-to-basic-editing-in-imovie/
Mac or Windows -	https://www.blackmagicdesign.com/nz/products/davinciresolve/