Online Good News Workshop 2

*For use during this extraordinary time when Good News Clubs are not able to meet in person.*

**GATHER YOUR TEAM**

* Make sure you have
	+ At least 2 teachers to comply with CEF Child Protection Policy
	+ A technical person to manage the online club. The duty can be shared, but there should be a person focused on the tech aspects for the entire club. It is not possible to manage tech and teach at the same time.

**ZOOM BASICS**

* Creating a Zoom Account, Configuring Your Zoom Settings, and Starting a Meeting
	+ See steps at the end of this handout.

**SETTING UP YOUR EQUIPMENT**

* Computer, tablet or phone with a camera and microphone
* Tripod, if using a phone
* Computer for the technical person (Zoom host)
* Headphones or earbuds for the Zoom host (to prevent audio feedback), if the Zoom host is in the same room with a teacher
* Whiteboard with the club schedule listed and a stand for your teaching notes
* Consider what the children will see and hear when you are presenting.
	+ Eliminate any possible *visible* distractions such as household clutter.
	+ Optional: hang a backdrop that is a solid color or has a fun scenery or use a virtual background:
		- Children in the meeting will see behind you an image that you have selected.
		- To achieve the best virtual background effect, Zoom recommends hanging a solid color background (preferably green) behind you.
		- Emart 6 x 9 ft Photography Green Backdrop Background found on Amazon for less than $25.
		- Ensure the green screen color does not match your shirt or eye color.
		- Ensure the background is uniform in lighting with no shadows.
		- For specific instructions, go to support.zoom.us/hc/en-us/articles/210707503#Instructions.
	+ Eliminate any possible *audible* distractions such as phone notifications, alarms, laundry alert, etc.

**COMMUNICATIONS**

* It’s important to communicate with parents about how to register for the online *GNC*®. You can do this via email, text, or a letter. Refer to sample email #1 at the end of this handout that you can use to invite parents to register their child(ren).
* Remember, you can also promote registration via your church website and/or Facebook page. We can also give you one of the “register” yard signs.
* Email the Zoom link for your online *GNC* to each parent who registered. Refer to sample email #2 at the end of this handout. This link may not be shared with anyone else.
* Consider sending a reminder email the morning of your *Good News Club*. We especially recommend this for week 1.

**ONLINE REGISTRATION**

* We are using a fillable form in Google Docs for registration of all online GNCs. Registration will occur through the register page on our website (cefcentralindiana.com/register).
* Your school’s form will be added to this site once it’s ready.
* Once your club’s form is created, your Ministry Coordinator will send you the link to it and grant you access to view the completed forms through Google Docs. Refer to the Registration in Google Docs handout for instruction on viewing and downloading the registration information from Google Docs to Excel.

**PLANNING FOR FUN!**

* Select your curriculum for the Online *GNC*.
	+ If you have new curriculum from last semester that you never got to use, you may use it this semester.
	+ If you want to order the foundational series for this semester, “God’s Love: Hope for the Outcast,” contact your ministry coordinator.
	+ Make a plan with your team like you normally would.
	+ Once the Bible lesson and MV video components are available from CEF Inc., we will make them available to you, *if* you let us know you need them.
* Gospel object lessons
	+ Use a past Gospel Object lesson or you could even teach the Wordless Book. Let us know if you need some new ideas. We can send you some.
	+ We recommend teaching a Gospel Object lesson for week 1 of your online GNC if you’re doing the intro week and for your final review week.
* Zoom-in Game
* Reverse charades
* Pictionary
* Fun facts
* “Color Signals”
* Scavenger Hunt Ideas for each lesson of “God’s Love: Hope for the Outcast:”
	+ Lesson 1: Something you really love
	+ Lesson 2: Find a fish/draw a fish or how many fish can you draw in 10 seconds
	+ Lesson 3: A container for water/something wet
	+ Lesson 4: Something for when sick/injured
	+ Lesson 5: Something that reminds you of God/Jesus
* Special Event Club Ideas
	+ “Bring” your pet day. Kids without a pet bring their favorite stuffed animal.
	+ Crazy hair day/favorite hat day
	+ Favorite snack day (either have it to eat/show or a picture of it)

 **STARTING CLUB**

* Responsibilities of the Zoom host (technical person):
	+ Start the meeting - Login early so you have time to prepare all online elements.
	+ Prepare to Share Screen if you will be doing so during club. Que any videos - song, Bible lesson or memory verse - that will be used.
		- Open a separate browser window for each video that is online. (Right click on the browser icon at the bottom of your screen, then select “New Window.”)
		- Navigate to the location of the video. Demonstration videos are not to be used. You may use videos on the CEF YouTube channel U-Nite.
		- Go to https://www.youtube.com/unitekids. Click on PLAYLIST across the top. Then click on VIEW FULL PLAYLIST under SONGS.
		- Click on the title of the song.
		- If the Bible lesson or memory verse videos are saved on your computer, open each one, if you will be using them.
		- Que each video and make it full screen. Use ALT and TAB on your keyboard to move from one window to the next.
		- On the Zoom meeting, click on SHARE SCREEN and check the boxes for “Share Computer Sound” and “Optimize Screen Sharing for Video Clip.”
		- Confirm that the PowerPoint, videos, or images that you are wanting to share are visible options.
		- Move the Zoom control panel by clicking and dragging to the top or bottom of your screen so it does not block any words for the students.
		- Click the “X” in the top right-hand corner to exit screen sharing.
	+ Admit *GNC* team members to the Zoom meeting. (Click on PARTICIPANTS to see a list of names. Click on ADMIT.)
		- Make other members of the *GNC* team co-hosts.
		- As co-hosts, teachers will be able to unmute themselves and share their screens.
		- Click on MORE next to the volunteer’s name in the PARTICIPANTS list. Then click on “Make Co-Host.”
	+ Help teachers verify that their microphone and speaker is working.
	+ Verify that the camera is not showing anything unexpected and is centered according to where the teacher will stand or sit while teaching.
	+ Be aware of how students will see words, especially if using a phone camera. Practice in a Zoom meeting to determine if words look backwards with the front-facing camera.
	+ The teaching team may choose to turn off their video and mute themselves until the children start “arriving” for club.
	+ As children arrive in the waiting room, use your club roster to verify that a *GNC* registration form is on file before allowing them access to the club.
		- Have an alphabetical list by children’s first names.
		- It is helpful to have an alphabetical list by the parents’ names also.
		- If a child joins the club under the parent’s name, rename the screen name to the child’s name. (Click on MORE next to the volunteer’s name in the PARTICIPANTS list. Then click on “Rename.”)
	+ Verify that video of children and their surroundings are appropriate. Ask the child to make any necessary adjustments prior to club starting.
	+ Document attendance.

**TECHNICAL NUTS & BOLTS DURING THE CLUB**

* Interacting with the Students
	+ Making personal connections online requires more intentionality. Teachers should look into the camera while teaching.
	+ Use the children’s names often.
	+ Consider using nonverbal feedback through “Reactions.” Students can raise their hands, clap, express love, surprise or joy.
	+ The skin tone of the hand can be changed
		- Click on the carrot ^ next to the video camera icon in the lower left-hand corner of the Zoom screen.
		- Click on “Video Settings”
		- Click on “General” on the left-hand side.
		- Look for “Change Skin Tone.” Click on the picture that is the best color fit.
* Screen sharing allows the students to see what is on your computer.
	+ Click SHARE SCREEN, select the image of what you want to share, and then click on SHARE.
	+ Besides PowerPoint or videos, you can use the online whiteboard.
	+ \*\*\*\*For PowerPoint or videos, share the screen of the Zoom host. When using the whiteboard or annotating, the teacher must share his/her screen.\*\*\*\*
	+ Annotation tools allow you to write on your screen. For example, you can underline words on the memory verse PowerPoint.
	+ When finished sharing, click on STOP SHARE.
* Breakout Rooms
	+ In the Zoom meeting, click on “Breakout Rooms.” Set the number of breakout rooms to be used, then manually assign students and two screened volunteers to each room.
* During the club the tech person should continue to observe the club.
	+ Share screen and run PowerPoint or video if using.
	+ Monitor that the teacher is on screen.
	+ Monitor what is visible around each child and what can be heard. When necessary, turn off the child’s video or mute the child’s microphone. (These are options on PARTICIPANTS.)
	+ Monitor the behavior of the children. If a child becomes a distraction that is not correctable, you may have to remove him/her from the Zoom meeting. (Go to PARTICIPANTS and click on REMOVE next to the child’s name.) The child would not be able to reenter the club meeting for that day.
	+ Before the Bible lesson starts, you may choose to prevent disruptions by turning on “Mute All.” This will mute everyone. The students remain muted until you unmute them. As co-host, the teachers can unmute themselves before speaking.

**CONNECTING WITH FAMILIES**

* Provide ways for the children and families to stay connected with you/your church
* Plan a party club (online or in-person)
	+ Nov (fall or Thanksgiving)
	+ Dec (Christmas)
	+ Feb (Black History Month or Valentine’s)
* Power Packs
* Follow-up emails can be sent sometime soon after *GNC* each week:
	+ Quiet Time Sheet for that week
	+ Link to short inspiring story from youtube.com/unitekids - examples include:
		- The Red String
		- No Matter the Cost
		- Young Child Confronts Hijacker and Wins!
		- Hope for a Russian Boy
		- Treasure God’s Word
		- Use Your Gifts from God
	+ Tel-a-story # to call if choose this approach for counseling (1-888-878-8660, option 1)
	+ GN TV episodes for next series (we plan to send emails with link and QT sheets like last semester)
	+ Consider options on the COVID Resources page to share - https://www.cefcentralindiana.com/4kids.html
		- The Story of Jesus for Children https://www.jesusfilm.org/watch/the-story-of-jesus-for-children.html/english.html
		- Kids Draw the Bible https://www.cefonline.com/kdb/
		- Wonder-Fun Bible Activity Book https://www.cefonline.com/kdb/
		- Homeschool Resources https://www.cefonline.com/hsr/
		- Truth Chasers Club https://www.cefcentralindiana.com/ttc.html
		- Tel- A-Story https://www.cefofwa.com/tas

**MISCELLANEOUS DETAILS**

* Stats are still very important – We will still send email to request them from you around the 1st of each month - you need to respond by the 8th.
* The photo release gives *Child Evangelism Fellowship®* permission to use photographs or video for ministry purposes. It does not give churches or volunteers permission to use these photographs or videos.
* Child Protection online - no recordings, screenshots or pictures

**Sample Email #1 - Sample Registration Invitation to Parent**

Subject Line: Register for Online Good News Club

Hello [Parent/Guardian Name],

We are glad to announce that even though we’re not able to meet in-person for *Good News Club*® right now, we are able to meet *online* for *Good News Club* for [#] weeks this semester!

We will be using the free Zoom platform. Our online *Good News Club* is on every [Day of the week] at [time] PM starting [Date]. Our last online club this semester will be [Date].

We hope you will register your child(ren). Register online at: cefcentralindiana.com/register.

When we receive your completed registration form we will send information on how to access the online *Good News Club* on Zoom. For your child’s safety, only children with permission from parents may attend. Also, teachers in our clubs have been screened according to the Child Protection Policy of Child Evangelism Fellowship Inc.

If you have any questions or concerns, please contact me. We want you to feel comfortable with this process. You can respond to this email or call me at: [XXX-XXX-XXXX].

[Signature line]

**Sample Email #2 - Sample Registration Confirmation to Parent**

Subject Line: Online Good News Club Information

Hello [Parent/Guardian Name],

Thank you for registering your child(ren) for our online *Good News Club*®. We will be using the free Zoom platform. Our online *Good News Club* (*GNC*™) is on every [Day of the week] at [time] PM starting [Date]. Our last online club this semester will be [Date].

Join with a smartphone, tablet, or computer at this link [LINK]. Follow the instructions on the page.

To protect your children, we continue to follow the Child Protection Policy of Child Evangelism Fellowship Inc. In addition, only people with the private meeting link and parent’s permission will be able to join these meetings. You are welcome to watch *GNC* with your children. Please be aware that everyone in the meeting will be able to see each other. There are options to disable your camera if you wish. All students will be muted upon joining and will only be unmuted when answering questions. Students should use a device in a public area of the house (not in bedrooms).

If you have any questions or concerns, please contact me. We want you to feel comfortable with this process. You can respond to this email or call me at: [XXX-XXX-XXXX].

[Signature line]

**ZOOM Step-By-Step Setup**

1. Create a Zoom account at https://zoom.us/signup

a. You can sign up using your Google or Facebook account

b. Enter your preferred email address. Zoom will send an email to that address with further instructions for creating your account

c. Follow the instructions in the email

2. Login to your new Zoom account at https://zoom.us/signin

3. Configure your account profile at https://zoom.us/profile

a. Update Language if needed

b. Update Date and Time if needed

4. Configure your Zoom settings at https://zoom.us/profile/setting

a. Turn on “Waiting Room”

b. Turn on “Host video”

c. Turn on “Participant video”

d. Turn on “Mute participants upon entry”

e. Turn off “Private chat”

f. Turn on “Screen sharing” if you will be using it. Choose “Host Only” under “Who can share?”

g. Turn on “Annotation” if you will be using it. Check the box next to “Only the user who is sharing can annotate” unless you want the children to be able to write on your screen.

h. Turn on “Whiteboard” if you will be using it.

i. Turn on “Meeting reactions” to allow children to raise a hand on Zoom

j. Turn on “Allow participants to rename themselves

k. Turn on “Breakout room” if you will be using them

l. Turn on “Virtual background” if you will be using one

There is not a save button; the settings you choose are automatically saved.

5. Set up your first scheduled online GNC at https://zoom.us/meeting/schedule

a. Topic: [Name of Online GNC]

b. Description (Optional): “Join us for our first ever online GNC”

c. When: Select the appropriate date and time for the online GNC

d. Recurring Meeting (Check the box):

i. Recurrence: Weekly

ii. Repeat Every: 1 week

iii. Occurs on: Select the day for club

iv. End Date: Select a date far into the future to ensure future clubs are automatically created

e. Security

i. Passcode: You can type one in or use the suggested code. (Be sure to include it in the meeting information to parents.)

ii. Ensure box next to “Waiting Room” is checked

f. Video:

i. Ensure “Host” is set to “on”

ii. Ensure Participant” is set to “on”

g. Meeting Options:

i. Ensure “Mute participants upon entry” is set to “on”

h. Click "Save" to complete meeting setup

6. Send the invitation

a. Copy Zoom meeting Join URL

i. This URL is the same URL for all future online GNC meetings. You won't have to send a different URL each week.

b. Send invitation to parents/guardians of GNC children (see email template)

7. Download Zoom application at https://zoom.us/download#client\_4meeting

a. Follow the instructions on the Zoom website to download and install the Zoom Meeting application to your computer

8. Start the online GNC at https://zoom.us/meeting

a. Click "Start" to initiate the meeting

b. When prompted, allow the Zoom Meeting application to open

c. You will then be added to the Zoom Meeting

d. Click "Join with Computer Audio" to allow participants to hear you

e. Remember by default all participants will be muted

9. Conducting the online GNC

a. Waiting Room

i. As students arrive in the waiting room, verify that a registration form is on file before allowing student access to the meeting

b. Managing Participants: manage all participants by clicking "Manage Participants" in the menu bar

i. When this is selected, a side bar will open for viewing all of the current participants in the meeting

ii. By clicking "Mute All" all the current participants in the meeting will be muted

iii. Unmute all the current participants by clicking "Unmute All"

iv. You can also mute and unmute participants by finding their name in the side bar and clicking the microphone icon

v. If you want them to stay muted, click "More" and turn off the "Allow Participants to Unmute themselves"

c. Ending the Meeting: As the host, when you click "End Meeting" in the menu bar, you will have two options to choose from: "End Meeting for All" or "Leave Meeting"

1. End Meeting for All: This option will end the meeting and close the meeting for all participants

2. Leave Meeting: This option will allow the meeting to continue if a new host is assigned before you leave the meeting. This can be done from the "Manage Participants" side bar.

i. Assigning a new host:

* Open the "Manage Participants" side bar
* Find the participant that should be the new host
* Hover over the participant's name and click "More"
* Select "Make host"

Note: It is important to assign a new host before you leave the meeting to ensure the proper participant becomes the new host. Otherwise Zoom will automatically select a participant to be the new host.