

Zoom Training

How to minister on Zoom like a pro!

Evangel Tech Team



Renneth Alexis

Technical Director

ralexis@eagcs.org

Jasmine Mitchell

Volunteer Assistant Technical Director

jasmitch@gmail.com

Pastor Diana McConaty

Executive Pastor

dmccconaty@eagcs.org

Alisha Dines

Communications + Publications

adines@eagcs.org

1: Thank you.

The shift to Zoom was abrupt, and we've adapted awesomely.

2: Procedure

Procedure for Webinars

- Assume that everyone can see and hear you at all times.
- Even if you are a Zoom pro- **you need to join 35 minutes prior to start time.**
- Expect to receive the Zoom link at LEAST one hour prior to start time. If you do not receive the link, call Pastor Diana directly at **240-676-0345**
- **DO** choose a place with stable wifi connection.
- **DO NOT** leave your computer to do other things/begin speaking during the Zoom call.
- **DO NOT** look down/up/to the side excessively.
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Planning Ahead

- DO look into the camera directly as much as you can. Try to put any files you need to regard on your laptop, so your line of sight does not waiver too much.
- DO predetermine where you will sit/be placed for service
- DO choose a place with stable wifi connection.

Camera on Laptop

Using a laptop is **strongly recommended**, because

- it provides a fixed, steady camera point.
- Phone calls do not interrupt the Zoom
- You can regard the chat box as needed
- You can regard files as needed without moving your eyes/body around

If you do not have a webcam on your laptop, please consider buying one or talk with Pastor Diana.

Fixed point- Your camera should not move, shake, shift at all during your presentation. **Plan ahead!**

Camera Phone

If you are using a phone, this is in the event that using a laptop is not possible. If you are using a phone, it is recommended that you use:

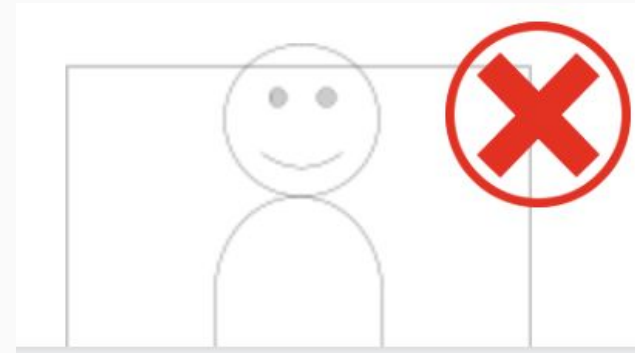
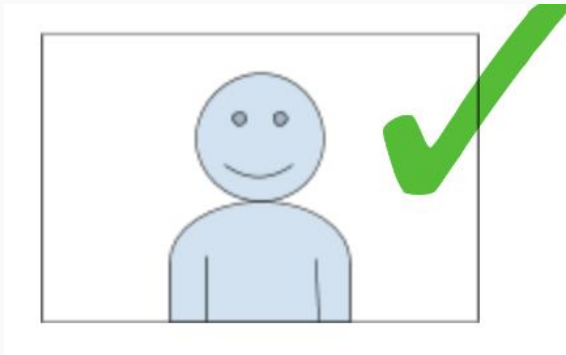
- A tripod, to hold up your phone
 - If you do not have a tripod, you can set up books and prop up your phone against it
- You must **mute/put your phone on do not disturb**, so that calls do not interrupt the Zoom meeting. **Please consult the Tech Team for assistance, and to test this.**

Make sure to orient your phone horizontally

Camera Angles

Imagine your camera is another person you are talking to. It would be odd, awkward, and uncomfortable if you were up close to this imaginary other person and they were looking at you from an up close and low angle.

- Your face and half of your torso should be visible in the frame.
- The Zoom box should not be cutting off any portion of your face.



Lighting

The **worst** light sources are: any light source that is behind you, to the side of you, or over top of your head, such as:

- An overhead lighting fixture
- Sun coming in from window behind or the side of you
- Ambient/mood lighting
- Lighting of variant colors- white or yellow light is required unless otherwise specified
- An unstable light (that may fall or shift during your presentation)

If you're interested, there is a ring light available to purchase under "Suggested purchases".

The best light source will be hitting your face directly, like a **spotlight** would. For extra good light, these sources can be used **in conjunction with sunlight**, IF the window is hitting your face. Examples:

- An unshaded lamp behind your computer
- Ring lights
- Desk lamp
- Even a strong flashlight/construction work light could work well!

Audio

DO Turn off any devices around you that are not the device you're using to Zoom with.

DO contact Pastor Diana at 240-676-0345 if you have not received a Zoom link 1 hour before service.

DO regard the CHAT BOX for instruction during technical difficulties/cues

DO unmute and start video when it is your turn to be "onstage"

Ask yourself these questions to ensure good audio quality:

1. Are you using your computer's built in microphone?
Is everyone in the vicinity notified of the time and space you will be using to avoid interruptions?
2. Will your immediate space/home/place of recording be silent?
 - a. If not- consider using headphones/bluetooth earbuds.

Background

1. Is there a lot of stuff behind me (posters, TV, etc.)?
2. Is there a window behind me/near me?
3. Is the lighting source behind me?
4. Is the WiFi in this spot shaky/ are there other spots that have better wifi connection?
5. Am I in an open area of my home where someone may be working/moving behind me?

If you answered yes to any of these questions, then you should consider moving to a different area, or ask the Tech Team if it's permissible.

Transitions

Stay on-screen until the next person comes on.

Toss the baton- If there's a delay, it's good to know who or what is after you, to "toss" it over to them.

"And next we have, Elder Joe Stephenson with offering"

"And next we have Gary and Lawana Bryson with prayer"

Let's practice! Everyone go into speaker view mode.

Pre-Recorded Presentations

You can record your own videos by:

- entering a Zoom room by yourself, and pressing record. The video will then save to your desktop, and then you can upload it to the designated site.
- Placing your phone somewhere stable (see Camera section), using the front facing camera so that you may see yourself at all times. When doing this however, make sure to look straight into the camera lens and not at yourself.
- *DO consider what time the audience is viewing your presentation, and speak in those terms.*

Submission of Pre-Recorded Videos

- Please email pre-recorded videos **at least 1-2 days in advance to Renneth at ralexis@eagcs.org.**
- If you'd like assistance, please contact the Tech Team (Renneth or Jasmine) **at least a week in advance** to set a time.

After recording your video, please watch it and make sure it is something you are happy with!

Tech Tools for Ministry

Kahoot- a trivia game website

Canva.com- use this for presentations

Eagcs.org Website- for your respective ministries

Interested in using these? Email Jasmine if you'd like to schedule a phone call.



Updated **Evangel Website**

Alisha Dines

New Evangel Ministry Pages

eagcs.org/womens-ministry

eagcs.org/eyameccm

eagcs.org/youth-ministry

eagcs.org/edc-home

Thank you Alisha!

Uh, oh...

Let's talk about: **Resolving technical difficulties**

Renneth Alexis, *Technical Director*

Resolving Technical Difficulties

1. **Notify your audience.** Calmly state, *“Hello everyone, if you can hear me- please pardon me as I am experiencing technical difficulties and taking steps to resolve this matter.”*
2. **Regard the CHAT BOX** for instruction during technical difficulties/cues
3. **Take the following measures:**
 - a. *How to escape full screen-* press “esc” (escape) on your keyboard
 - b. *How to relocate your Zoom screen-* press the Zoom icon on your desktop, or desktop bar. Your Zoom window should reappear.
4. If nothing works, Pastor D will call you.

Remember- **everyone can see and hear you!**

Evangel + Anacostia Zoom User Manual

Now ready, for your review!

Pastor Diana

dmconaty@eagcs.org

Renneth Alexis

ralexis@eagcs.org

Jasmine Mitchell

jasmitch@gmail.com

Alisha Dines

adines@eagcs.org

Questions?