

■ WELCOME.

Greet each participant as they enter the meeting room before the beginning of the meeting.

■ CHAT FEATURE.

Decide where/how you would like to use the chat feature. If so, you can use this feature to post a question to participants as they enter.

■ CLEAR START.

Make a clear start to the call after a few minutes of hanging out.

■ TRANSITION TO THE SESSION.

Take a moment to transition to the main session.

■ CONNECT PARTICIPANTS.

Run an introduction for the participants.

- This could be a group welcome.
- Check in (with everyone human-to-human).

■ HOUSEKEEPING.

Go over some housekeeping items.

- See “Housekeeping” document for full list of relevant items.

■ OFFER THANKS AND INTRODUCTION.

Thank the clergy and staff or guest speakers for being on the call as you introduce them.

- “So happy to see you’re all here for _____ ! And thank you _____ for leading this for us.”

■ ESTABLISH GROUND RULES.

Spend a few moments establishing “ground rules” for the discussion or activity

- Whether participant’s display names should be on or off, breakout room procedure, whether participants should mute themselves etc.
- Quick overview of behavior expectations

HOW TO FACILITATE GROUP INTRODUCTIONS (FOR YOUTH WORKERS)

■ ICEBREAKER.

Run an icebreaker or short game.

- “Let’s start with names, and our favorite song to dance to right now. Then I’ll turn it back to _____ to tell us how today is going to go!”

■ PROCEED WITH MEETING.

After the introduction, turn over the meeting to the staff member who will be running the call.