12:00PM:  **WELCOME**

- Staff member 1: Welcomes each participant as they enter Zoom
- Staff member 2: Monitoring the group
- Staff member 3: Working on Break out groups

12:10PM  **ICEBREAKER**

- Staff member 4: Explains the ice breaker

12:19PM  **PRAYER**

- Clergy 1: Offers the prayer

12:20PM  **INTRO**

- Staff member 1: Introduces the Clergy/Staff member who will teach the lesson

12:25PM  **SESSION**

- Clergy 1 or Staff Leader 1: Teaches the lesson
  - Simple message
  - Clear Goal and Objective
  - Finishes with 3 simple questions for Breakout group leaders
    - Gives these questions to Staff before the Session

12:45PM  **SMALL GROUP BREAKOUTS**

- Staff Member 3 - Automates breakout groups
  - Participants and staff will automatically be put in to small groups
  - Participants and staff will automatically be put back into the main group
Depending on the amount of participants and staff:

- Groups should have at least 2 staff and 5-10 participants
- Keep groups the same each time to help facilitate discussion

1:15PM BACK TO MAIN ZOOM SESSION

- Staff member 1: Plays music as everyone is coming back in
  - Helps to keep quiet and attention
- Staff 2: Continues monitoring

1:20PM WRAP-UP

- Staff member 4: Offers
  - Closing words
  - Staff reflection
  - What did you learn? - Ask for volunteers
- Staff member 1: Let's everyone know details for the next meeting

1:30PM CLOSING PRAYER

- Clergy 1: Offers closing prayer