

## TC Groups Guidelines for Zoom

During this time when we are not able to gather physically, we encourage you to connect with your TC Group online. One of the ways you can do this is through a free video-conferencing service called Zoom. Here are some instructions on how to you Zoom and a template for how to facilitate a TC Group.

### Instructions for Zoom:

- Zoom is free to anyone.
- You have up to 40 minutes of free time for your scheduled meeting. (You can buy an account if you desire, that gives you more time and hosting privileges.)
- With the free account, you can attend any meeting that you are invited to and you are able to schedule/host meetings where you can invite your small group.
- Here is a video explaining how to join a meeting: [Click me!](#)
- Make sure to let your group know that the first time they use Zoom it'll take about 5-8 minutes to get set up comfortably.
- You can download Zoom to your laptop and/or phone.
- Once you have downloaded and set up the account, you can test Zoom to get familiar with it. Click this link to test - > [Test me!](#)
- Be sure to share with others once they are on to mute their mics. It should be easy to find on the screens. Remind them when they talk to unmute their mics. Sounds silly, but trust me, people forget to do this often.
- You can schedule a meeting through Zoom or you can get a link and email/text out to your small group. To learn how to schedule a meeting: [Click here!](#)
- If you need help with anything else or have any other questions, please click on this link: [Click me!](#)

### Template for TC Groups Over Zoom

- Email the sermon conversation guide ahead of time.
- Open with a word of encouragement, check in with group participants and pray together. - **(10 minutes)**
- Go through the sermon outline - **(25 minutes)**
- Finish in prayer - **(5 minutes)**

### Notes:

- You can share your screen if you want to walk through the sermon conversation guide. You will have to pull it up on your computer.
- You will get a notification reminding you that 40 minutes is about to end. If the meeting runs over, everyone can log back in and resume for another 40 minutes.

- If you decide to upgrade to a Pro account, you'll have more accessible features in zoom and unlimited meeting time. – It's \$14.99 a month if you choose to do so. (Click the link for pricing and more details: [Click me!](#))