

# Digital Church Policy

## Technology Orientation

Once most people have arrived, please give a quick technology orientation

- Familiarize people with Cameras On/Off and Mute/Unmute options
- Decide together if people will be muting when they aren't speaking. Muting not only prevents talking over one another, it blocks background noise, which can be distracting.
- Make sure everyone knows how to use the chat function. Note that people can message everyone or individuals in the gathering.

## Digital Church Gathering Outline

- Offer an Opening Prayer
- Check-Ins: what we need most during this time is connection, so leave lots of space for people to just catch up and be in community
  - As the leader or facilitator, try to keep everyone engaged by asking quieter voices to share and helping louder voices recognize when to speak up and when to listen.
- Guided Conversation: Even if there is not a meeting agenda, have a few questions ready in case conversation stalls. These can be as simple as sharing Highs and Lows from the week, asking where people are finding God or asking for people to share when and why they laughed most recently.
- Close with asking for prayer requests and praying the Lord's Prayer together.

## Practices and Principles for Being Church Together Online

When we meet online we want to be loving, inviting, and safe in the same way as we seek to be in person. The following are our community's expectations for how everyone will act when we meet digitally. These guidelines were created to keep our whole community safe and feeling welcome.

- **Be kind to one another:** as a Christian community we are always called to love others as Jesus loves us, this is especially true online and during difficult times! We exist as a church to support each other and trust that our digital meetings will be filled with Christ's love in how we treat each other.
- **Confidentiality:** part of loving each other is respecting what is private for others, so we do not share information shared verbally, in chat boxes, or on video cameras out of love

and respect for others. Please do not share what others talk about with the group. Only group leaders have permission to take photos of these meetings, following our privacy guidelines, checking for permission from participants and parents of children.

- **Help each other out:** We ask that we would all use our gifts to help each other during these meetings. If you're super tech savvy and some others aren't, patiently help them understand the tools we're using; if you're a prayer warrior, offer to lead prayer and/or pray for others during the week; if you know of resources related to the conversation that's happening, put them in the chat for everyone to keep.
- **Use appropriate language:** while boundaries may be difficult to find during this time as we are all bringing church, school, and work into our homes, we still ask that you use appropriate and kind language when attending church digitally. If you wouldn't say something in the church building, try to find different wording when online as well.
- **Dress appropriately:** While we are all enjoying more casual wardrobes these days, we ask that you keep your clothing appropriate (free of words, pictures, or symbols that could be offensive) while joining church online gatherings.
- **Be Mindful of Time:** Strive to begin and end meetings on time as a sign of respect for people's time and attention
- **Safe Place Supervision Guidelines:** When meetings involve youth or children we will continue to follow our Safe Place guidelines which require at least two adults present during meetings.
- Those unwilling to adhere to these guidelines will be asked to leave the meeting and will be welcomed back when willing to follow these guidelines.

If you have questions, concerns, or learnings to share, please contact \_\_\_\_\_.