

ZOOM CO-HOSTING

# CHECKLIST

CITY CHAPEL



EME EZELIORA HANDOVER

# SUNDAY ONLINE SERVICE CHECKLIST

## (ZOOM CO-HOST DUTIES)

- Create Countdown video - Usually made up of announcements slides, CC logo and timer (timer videos available to download from Youtube)
- Get Programme of Service from PJ or PA
- Send Programme out to leaders group on whatsapp (copy and paste)
- Log in at 10:20am for 11am service
  - Check lighting and sound of music minister
  - Test out slides or video announcement and countdown
- Mute all participants except ministers
- Spotlight speakers, music ministers etc at appropriate times
- Mute any participants that may mistakenly unmute themselves
- Start countdown video at 10:57am
- PA/PJ will start the live stream to external platforms
- First spotlight will be PA and PJ
- Usually followed by Worship leader
- Then follow the program for that day
- Open all slides and videos on your computer - ready to share at the appropriate time
- Announcements video is usually done by Mobolu
- Keep up to date with announcements - Add current and remove past event announcements from slides.
- Show offering slide during offering.

## WEEKLY EVENING SERVICE CHECKLIST

### Log into Zoom

Username: [citychapel1@gmail.com](mailto:citychapel1@gmail.com)

Password: 2008CityChapel

### Login to [Facebook.com](https://www.facebook.com)

Username: [media@citychapel.org.uk](mailto:media@citychapel.org.uk)

Password: c1tych6p09A

### Join at these times:

Weekdays 8:10pm for 8:30pm start

Sundays 10:15am for 11am start

### Sharing the stream.

(Most times, Pastor Abbiih would share the stream but if not...)

Make a note of the Title/Topic

Make Sure you are signed into City Chapel Facebook

Username: [media@citychapel.org.uk](mailto:media@citychapel.org.uk)

Password: c1tych6p09A

Click the 3 dots at the base of the Zoom screen

Select "Stream to Facebook"

On Facebook, select Stream to TIMELINE

Type in or Copy and Paste the Topic or title. If possible, tag @jonathanoloyede and @abbiholoyede after the topic

Click GO LIVE

Once we are live on Citychapel London Facebook profile:

- share it from the "Citychapel London" profile page to City Chapel PAGE.
- Copy the link and send to Sister Toyin Oluyemi to share on Whatsapp groups

Once we are live on Youtube,

click share under the video, copy the link, share it on WhatsApp with Sister Toyin Oluyemi who will share to all members. You can share to any other groups

### **Sharing slides**

Make sure slides are open on your computer. Open them as individual images.

Click the share button,

select the window showing the slide and

click share.

Click “Stop share” when appropriate.

### **Spotlighting the Speaker**

Hover on the picture of the speaker. Click on the 3 dots and select “spotlight”

Click “cancel spotlight” when appropriate

### **Sharing (in the comments)**

Have relevant information ready to copy and paste such as

Website addresses

Zoom registration links for upcoming programs

City Chapel Bank and/or Paypal details

### **Slide sharing**

Announcements

City Chapel giving/offering graphic/slide

### **Others.**

Mute everyone except the speakers - especially if there is background noise.

**Video Sharing:** Always remember to tick the “share computer sound” box on your screen before sharing the video.

## Planning for online school of ministry

- Check Attendance.
- Tech/PowerPoint.
- Communication with students/
- question and answer sessions.
- Engagement.
- Reach (beyond Zoom).
- Collecting offerings.
- Publicity topics - weekly
- SOM Create intro video for Zoom meetings with testimonials and info about OFFERING and Notes
- Create promo video with testimonials

### Every Wednesday:

- Make Flyer for SOM with this week's Topic
- Post flyer on Social
- Make Email reminder
- send reminder email before 11am (Use flyer in email header) Copy one of the previous emails as template.
- upload lesson notes to website