

# Be Free Online Zoom

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**Leaders/Co-Leads:** *Make co-leads co-hosts.*

Have a leader planning meeting each week to discuss music and assignments. The meeting can be 30-45 minutes to plan and pray. Pray for participants during the meetings.

Leads should lead Week 1 and 2 to show the co-leads how to lead discussions for a video week vs. a lesson week.

At the end of the small group have the leaders stay back to discuss how it went and give feedback. Also take prayer requests for each other and pray. Use this time to identify leaders that are emerging from the participants.

**Assignments:** Decide which week each leader will present.

1. Opening Prayer
2. Closing Prayer
3. Stay back in the main room
4. Individual prayer in Breakout rooms
5. Create Breakout rooms
6. Share screen with videos and music

## Participant Tools:

1. Be Free Book
2. Pen/Paper
3. Tissue
4. Cameras On
5. Various items for selected exercises below

## Communication: .

1. Welcome email
  - a. Introduce the leaders
  - b. Show your appreciation that they chose you.
  - c. Summarize what to expect.
  - d. Zoom Information
2. Weekly email
  - a. Encouraging words
  - b. Leaders names and contact information
  - c. Timeline with breaks and dates
  - d. Book purchase information
  - e. Retreat information
  - f. Homework
  - g. [Playlist](#) or Worship song(s) for previous week
  - h. Zoom Information
3. Missed day(s) email
  - a. Let them know they were missed.
  - b. Remind of the attendance policy to attend the retreat.
  - c. Ask how you can pray for them
  - d. Ask if they are still interested in attending.
  - e. Advise if it is not the season they should really attend in the future.

## Commitment Forms

Send out forms and track the return of the form for each participant. Allow participants to return response by signing the form, email confirmation or scanned copy of signature.

Change the attendance statement from 3 days or more to 2 days.

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# Waiting Rooms/Add Co-hosts/Mute

The image shows two screenshots from the Zoom web interface. The top screenshot displays the 'Settings' page, where the 'Co-host' and 'Meeting Polls/Quizzes' options are toggled on. The 'Co-host' section is expanded, showing the description: 'Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.' The bottom screenshot shows the 'Meeting' options page, where the 'Waiting Room' option is checked under the 'Security' section. The 'Waiting Room' description reads: 'Only users admitted by the host can join the meeting.'





1. Click on "Participants" to :
  - a. Scroll over names or go to menu to add/remove co-hosts
  - b. Scroll over names to mute or unmute using menu
  - c. Scroll over names to move to, admit to meeting or remove from Waiting Room
2. Participants section can be used to take attendance.

Participants (1)

Waiting Room (1) Message

DL Demarla Lofton

Joined (1)

DL Demarla Lofton (Host, me)  




3. Use the Chat to chat with the participants in the Waiting Room. They will not be able to respond to your chat conversation.



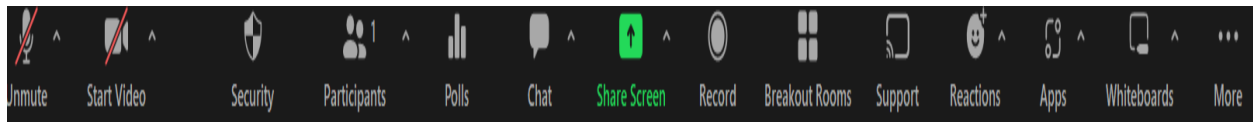
Who can see your messages?

To: Waiting Room Participants

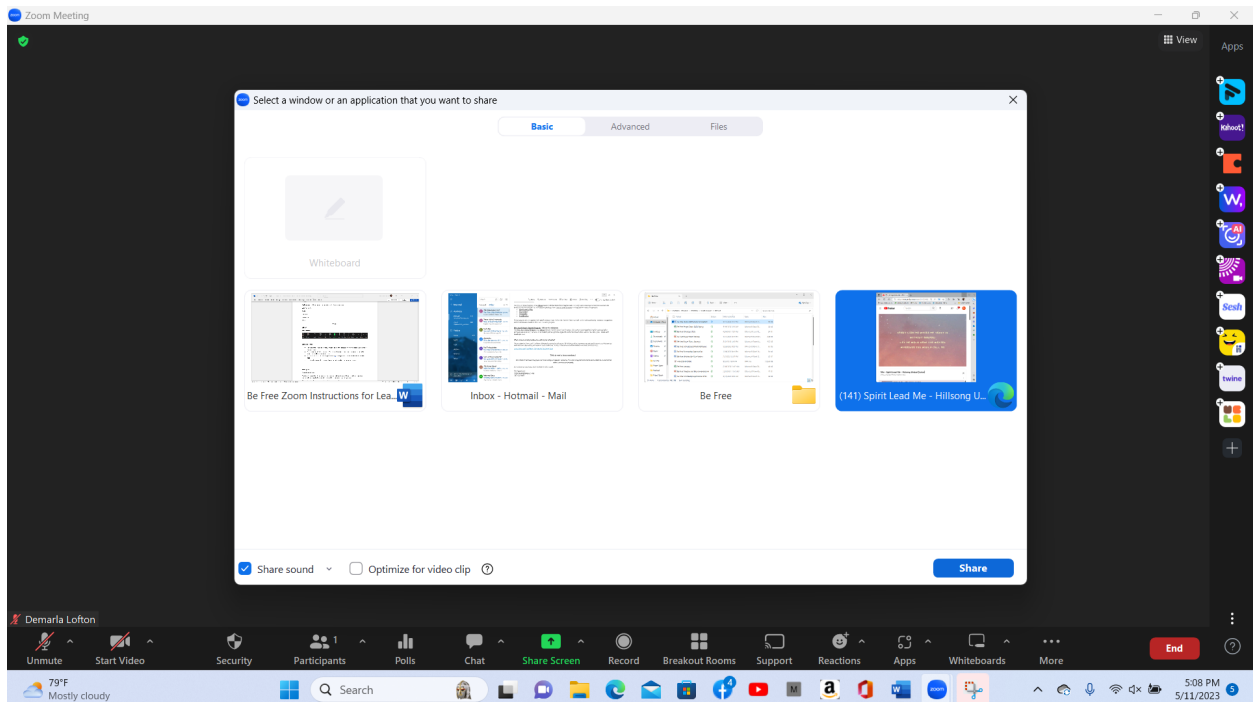
Type message here...

  ... 

# Share Screen



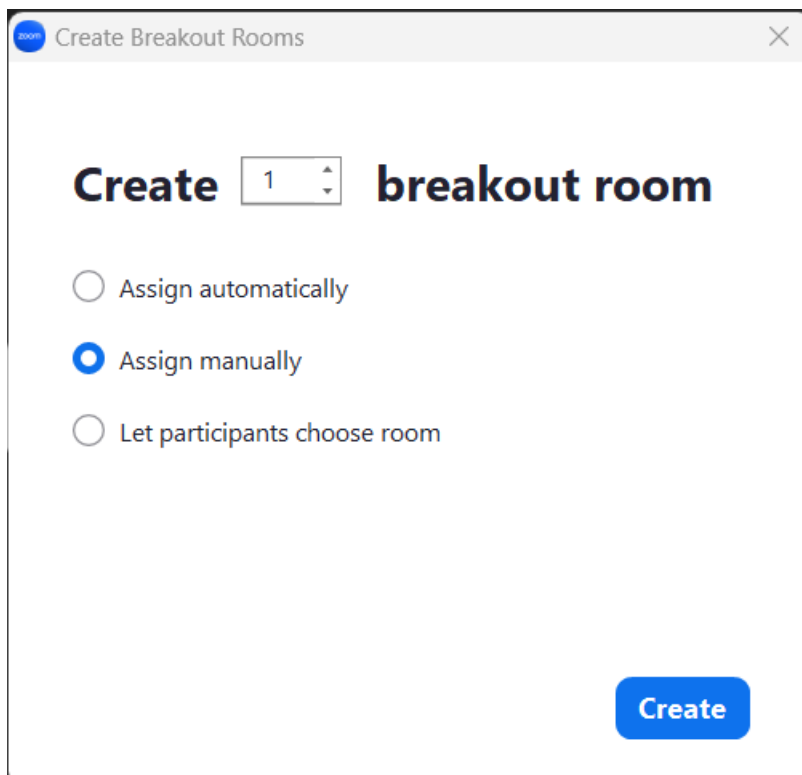
1. Click Share Screen to :
  - a. Share your sound and videos.
  - b. Share your desktop or documents
2. Remember to share sound if showing a video.
3. Participants can be allowed to share screen. Please avoid this option.



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## Breakout Rooms

1. Breakout Rooms are used for a private space to pray individually.
2. Please advise the participant they can leave the meeting after prayer unless otherwise instructed.
3. Creating Breakout Rooms:
  - a. Choose the number of rooms to create.
  - b. Click Assign Manually. Do not allow participants choose rooms.
  - c. Click Create to create the rooms.



The screenshot shows a dialog box titled "Create Breakout Rooms" with a close button (X) in the top right corner. The main text reads "Create  breakout room". Below this, there are three radio button options: "Assign automatically", "Assign manually" (which is selected), and "Let participants choose room". At the bottom right, there is a blue "Create" button.

1. Scroll over Room 1 and Rename. Then do the same for each room.
2. Once all rooms have names Open All Rooms.
3. Join the room with your name.
4. Then under Unassigned only, scroll over a name to Assign to your room. They will have to accept your invite to your room. Once a participant is Assigned you can only move them to another Breakout Room or have them leave the room to return to the Main room.
5. Do not leave your room until there are no more participants in the meeting. Then Close All Rooms once all participants have left the meeting.
6. Have an extra co-lead or identify someone to lead the discussion or have questions prepared for the main room.
7. You cannot be in 2 places at once. You will not be able to share music or your screen in the main room while in a breakout room.
8. Tell them to log out after you finish praying individually in the breakout room. You can also remove them from the meeting if necessary.

The screenshot shows the Zoom Breakout Rooms interface. At the top, it says "Zoom Breakout Rooms - In Progress" with a close button. Below this are two tabs: "Rooms (1)" and "Participants (1)". The "Rooms (1)" tab is active. Underneath, there are two sections: "Unassigned" with a red circle containing the number "1", and "Rename Room" with a person icon and the number "0" next to it, and a blue "Join" button. At the bottom of the interface, there are two buttons: "Broadcast" and "Close All Rooms".

Zoom Breakout Rooms - In Progress ✕

**Rooms (1)** Participants (2)

▼ **Unassigned** 1

- Demarla Lofton (not joined)

▼ **Assign Room** 1 **Joined**

- Demarla Lofton

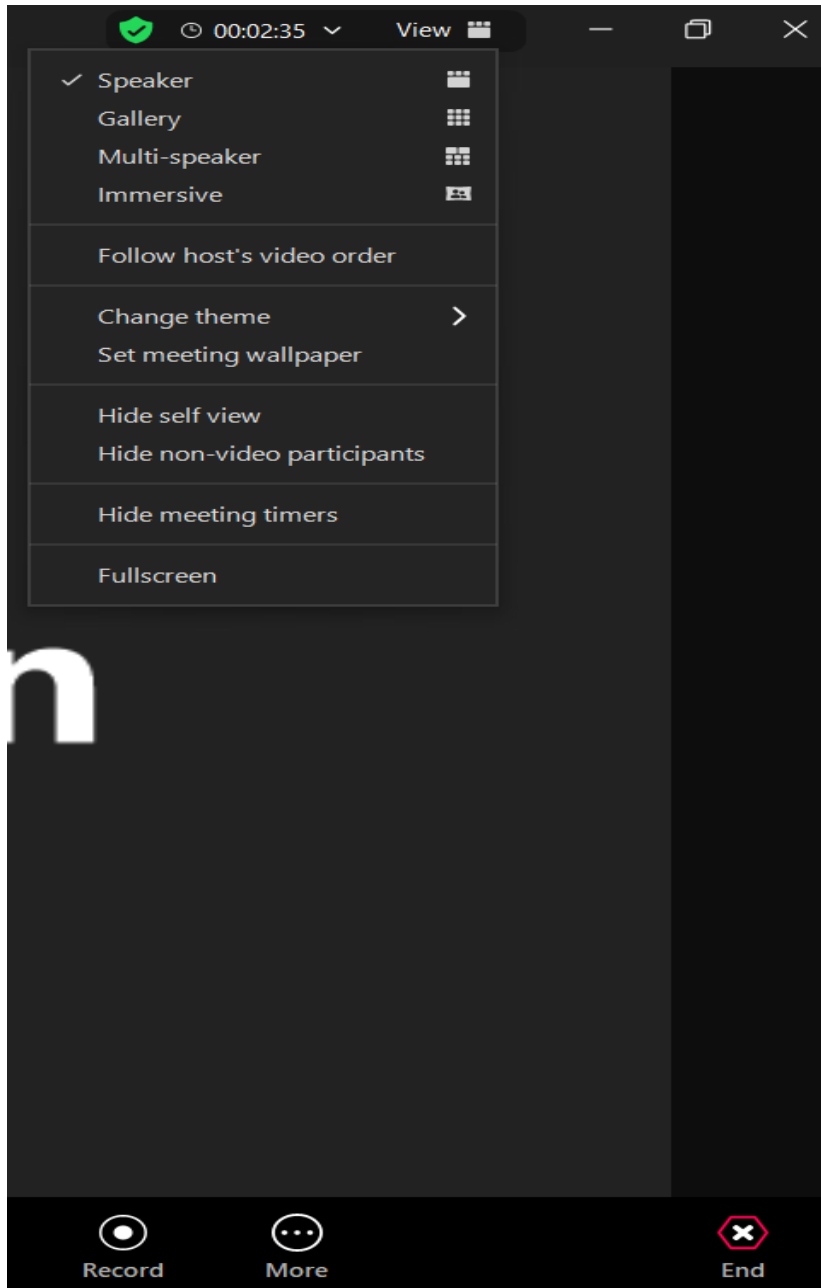
Broadcast

**Close All Rooms**

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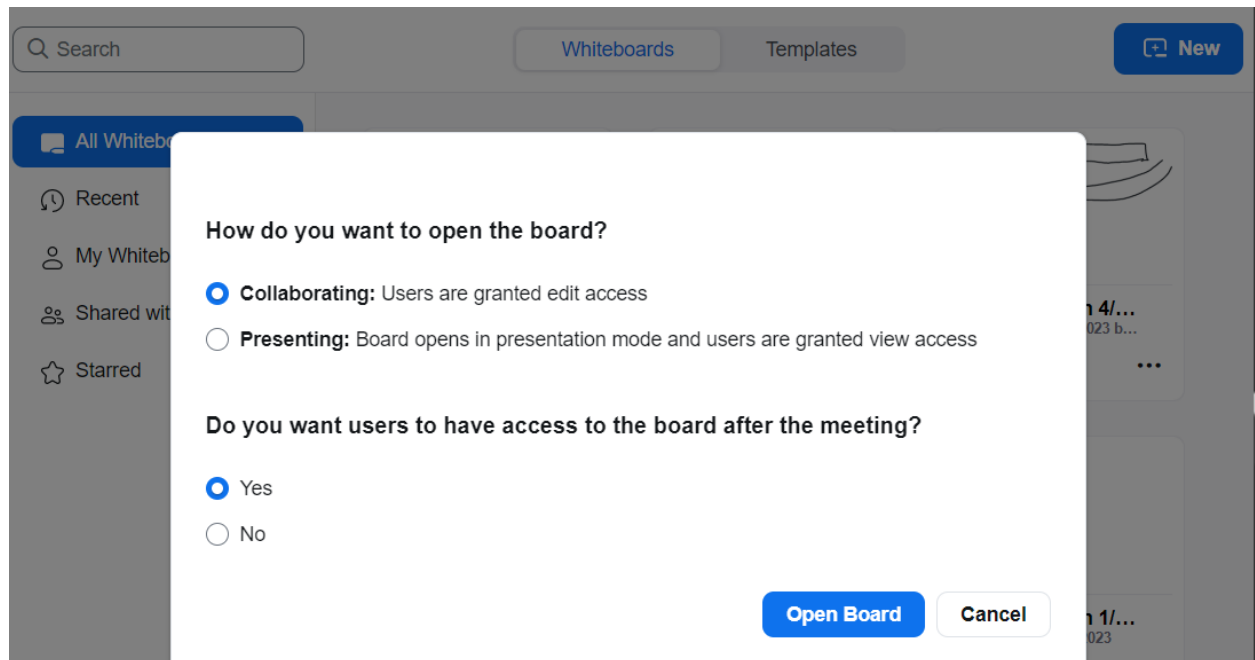
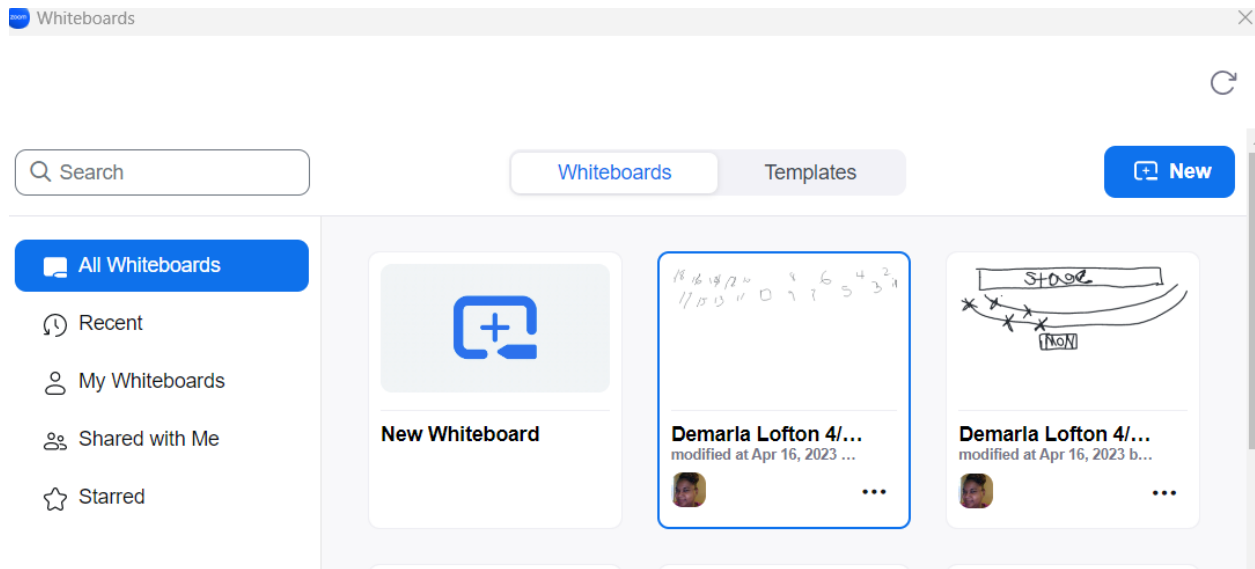
# Timers



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# Exercises

## Week 3 TOL Whiteboard



1. Take about 7-10 minutes and instruct the participants and co-leads to write on the whiteboard the things the TKGE says about them. Once done, then have them write what the truth is from the TOL.
2. The do not have to use their names. You can write on the board also.
3. Acknowledge what you see on the board.
4. Encourage them to write and fill up the board. Ask them not to cross out or erase the phrases.

5. Ask how that felt to write those on the board.
6. Rewrite the words and phrases for TKGE in blue font and the TOL in red font on top of TKGE blue.
7. Save for later so you can send it to them at the end to remember the journey.

### **Week 6 Surrender Balloon Release**

1. **Advise the participants to purchase the day of or before:**
  - a. a white latex balloon
  - b. Sharpie marker-dark color like blue, black or red
2. At the end have them write down what they will surrender. It can be past hurts or people.
3. Encourage them to fill the balloon out completely.
4. Leaders should buy at least 2 additional balloons or 1 each in case someone forgets. Pull the forgotten ones into a Breakout Room to fill out the balloon for them.
5. Leaders should participate in the exercise as well.
6. Go outside and release after a prayer. Let the participants know it no longer belongs to them as it now has been surrendered to God.
7. If time permits discuss their feelings.

### **Week 7 Forgiveness Cover up of Unforgiveness**

1. Use clothes or hats to cover up and weigh yourself down for the visual of unforgiveness.
2. Then peel back the layers to show a visual of forgiveness.

### **Week 8 Power of Words Toothpaste**

1. **Advise the participants to bring:**
  - a. Large tube of toothpaste from Dollar General
  - b. Disposable plate or cup
  - c. Tissue
2. Individually model the power of words by answering the questions on Pages 100 -101 of the participant books and 122-123 of the leader's book.
  - a. Every time you answer, squeeze some toothpaste into the disposable cup or plate.
  - b. Have every participant answer the questions. If they do not have toothpaste, leaders have additional tubes to squeeze for them.
  - c. Once the last participant or co-leader has gone then tell them to hold up their tubes. Then ask them to now put the toothpaste back in the tube. Let them know its gone and can no longer hurt them.

## **Week 9 The Living Word Volcano**

### **Supplies:**

1. 2 16 oz mason jars
2. 2 wrapped Alka Seltzer tablets
3. 6 oz vinegar
4. Baking soda
5. Red dye
6. Clear Water beads that have been soaked in water
7. Colorful Water beads that have been soaked in water
8. Big container to catch the volcano

In one jar add the water, a small amount of red dye to turn the water pink and wrapped Alka Seltzer. Use colored water beads to show the issues of life. Red dye is for the blood of Christ. Alka Seltzer is Holy Spirit. Explain what Holy Spirit is like if you do not activate Him in your life.

In the second jar add the vinegar(looks like water but they will not know the difference), large amount of red dye to turn the vinegar red and some clear water beads.

Show how the beads disappear in the vinegar mix.

Preopen the Alka Seltzer and have the baking soda ready to pour in to show what it looks like when you activate Holy Spirit and He spills into your life and the lives of others.

While the problems are there you cannot see them the same when you have activated Holy Spirit and have a large amount of the blood of Christ.

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