

Script for Charis Zoom and Facebook Host

Thank you so much for participating in this important and innovative ministry! The following steps and script will help you, and those you are online with, have a smooth and meaningful experience!

Fifteen minutes before Mass	Script – Copy and paste	Other Notes
<p>Logon to the Charis Mass Link on our website:</p>	<p>https://us02web.zoom.us/j/683885109</p>	<p>Andrew will let you in. Once you are in, please tell him you are the host and he will make you co-host with him.</p>
<p>Once Cohost</p>	<p><i>Admit people to the Zoom Meeting</i></p>	<p>Greet and meet, chat, whatever! We are going to try to do a short “coffee time” on Zoom before Mass starts.</p>
Five minutes before Mass		
<p>Sign on to your facebook account. (If you do not have a facebook account, please contact Trish). Go to the Charis Community page.</p>	<p>https://www.facebook.com/charisecc</p>	
<p>Just before Mass begins, please post the following in the chat:</p>	<p>Welcome everyone! We are a eucharistic people, and everyone at Mass is encouraged to have bread and wine where they are to share in the consecration.</p>	
	<p>We like to practice Zoom etiquette. We ask you to mute your mike except when you are invited to unmute. If you find yourself being pulled away from participating, please turn off your video.</p>	
	<p>The worship aid and readings are available to you on our website: www.charisecc.org</p>	
One Mass begins		
<p>Continue to use the chat to welcome people as they join. Please do not welcome people out loud once mass begins, but</p>		<p>We are trying to keep the focus on the liturgy, and so we discourage you from using the chat for more than welcome</p>

by all means use the chat feature to do so.		or answering pressing questions. The focus should stay, as much as possible, on our prayer.
At the prayer of the faithful		
To the Zoom community, in the chat:	Please don't hesitate to share your prayer needs. Simply unmute your mike and jump in. If you prefer, for any reason, I am happy to read your prayer requests myself. Just place them in the chat. Thanks.	
To the facebook community, in the chat:	Your prayer needs are important to us. If there is anything you would like us to pray for, please share it with me in the chat and I will read for you on the Zoom call. If you prefer I not use your name, just let me know. Thanks.	
Immediately after the prayer of the faithful		
Just after the prayer of the faithful completes, Zoom and Facebook	Just a reminder that if you don't have bread and wine before you, this is a wonderful time to bring them to your table!	
Other possible concerns		
Someone is chatting excessively	We know that connecting using chat can be fun, but in the interest of all of us keeping our focus on fully participating in the liturgy, I encourage you to save your thoughts for after Mass and connect then. Thanks!	
Someone has a tech problem that we should be fixing on our side	Thanks so much. I will let our tech person, Andrew, know immediately.	Send a message to Andrew re sound, etc.
Someone is having tech problems at their location	We would love to help you solve that problem. I hope you can stay on the call after Mass and we will see if we can help you.	

During announcements		
On both Zoom and facebook:	If you are not on our mailing list and would like to be, please put your email in the chat or send it to community@charisecc.org . Thanks!	
On both Zoom and facebook:	Charis is a new and growing community. We welcome your support for our ministries. You can donate to Charis at https://charisecc.org/home/donate/ or on our facebook page.	
On both Zoom and facebook:	Thank you so much for joining us for Mass this week!	Or anything you want to say!