

# **Tips for Creating Your Tele-or Video- Conference Worship Experience**

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**A resource for clergy who are new at this!**

**Tip # 1 – Don’t be intimidated! You CAN learn how to do this!**

**Tips #2 – Once you have selected your format (conference call, live stream, Facebook Live, Zoom), PRACTICE using it first. Become familiar with the features of the format.**

- **Do a practice conference call with 1-2 others. Record it and listen to it yourself.**
- **If you are doing a video-conference, get 1-2 others to log into a practice session and watch and give you honest feedback.**

**Tip #3 – Have a SCRIPT. Write out every word you intend to say, including the message.**

**Talking without a script will be tempting, but your presentation will be better if you have a script to follow.**

**Tip #4 – PRACTICE your script so it is familiar and you don’t have to read every word since making eye contact with the audience is essential.**

**Tip #5 – Shorten the worship experience to be between 15-30 minutes long, in order to retain the audience’s attention. You want them eager to tune in next week too!**

**Tip #6 – Pay close attention to the background you are using if you are doing video. The audience can be easily distracted by pictures or unusual designs and lighting behind you. Be mindful of how you are dressed too! The PRACTICE session will help you spot potential problems and distractions.**

**Tip #7 – Eliminate ALL background noise – including television, ringing phones, people talking, children, pets. Your audience will hear every word.**

**Tip #8- If using ZOOM or another format where you ask others to participate, PRACTICE with them in advance.**

**Tip #9 - Consider pre-recording (or at least record the session) and then send members a link to the recording that they can view at their leisure. This is especially important for those who may not be able to tune in live.**

**Tip # 10 – “If at first you do not succeed, try, try again!” Don’t be afraid to ask for help!  
Do follow-up – gather statistics on number of participants, ask a few people to give you feedback, review any recordings and critique yourself!**