LEADERSHIP: SET THE TONE AS WORSHIP CHANGES

• Rather than referring to worship as having been canceled, refer to it as being different or virtual.
• Take advantage of this great opportunity to worship multiple times, and at different times.
• View this as an opportunity to connect with people outside of your congregation via technology.
• When engaging your church virtually for the first time, consider your content. Be confident!
• Practice social distancing if you have an assisting Lay Eucharistic Minister or other individual.
• Practice in advance and avoid last minute changes.

TECHNOLOGY: UTILIZE IT AS MUCH AS YOUR CREATIVITY AND ABILITIES ALLOW

• Review your previous recording so you can make necessary adjustments for the following week.
• Maintain appropriate camera distance, sound, and good lighting – are you facing the light?
• Use (or make) a tripod so the camera is still. Avoid moving the camera mid-stream.
• Consider how you want the church to look. Is it helpful to show a nave filled with empty pews? Is it better to zoom in and only focus on the altar?
• Consider recording a separate sermon audio track to be posted later, in addition to the livestream video. (Audio files are much easier to access for those with slow broadband.)
• If you are leading Eucharist, recognize that people can hear you chewing.
• If you are preaching from the pulpit, preach to the camera, not to empty pews.
• Think about whether it might be better to record and upload to YouTube or Vimeo, including weekday services, so people can engage based on their schedules. A Facebook Livestream will remain available as a video on your page.
• Appoint someone to be solely responsible for A/V issues, and someone else to watch from home. That way, if something happens or looks weird (recording stops, image is sideways, etc.), then the person at the remote location can text the A/V person so it can corrected immediately.
• Keep in mind that viewers may hear an echo in an empty church, especially one with concrete floors. Consider something to absorb the sound. Using a microphone may eliminate that challenge.
• Consider the visitor-friendliness of your Facebook page and make sure you have a Facebook page, not just a group, which is more restricted. Is contact information in the “about” section of your page? Do you have a recent photo?
• Consider using a static image or scene before your broadcast begins so that viewers know you’re online.
• Utilize projection screens, if available, and if human resources allow.
CONTENT: IMAGINE WHAT YOUR EXPECTATIONS WOULD BE

• Consider charism of community when selecting location – church vs. home.
• As celebrant, read both parts of readings and prayers so viewers can keep up with the meter.
• Keep your sermon tight and shorter than usual.
• In responsorial prayer, watch your tempo, and remember to pause for congregants to add their prayers.
• At offertory, mention online giving (if such is in place). Add the link in the description and comments. Direct them to your website with the link available.
• Music really matters. Include it if you can, being mindful of paying musicians and music copyright issues. OneLicense.net offers free licensing during the COVID-19 outbreak.
• Make bulletins available through a link to your website posted in the livestream description and comments.
• Update the website to reflect your online worship schedule and link to your social media profiles.
• Remind worshippers to take safety measures and all precautions to stay safe during the COVID19 outbreak.

ENGAGEMENT WITH VIEWERS: BECOME AS INTERACTIVE AS YOU CAN

• Send congregants a reminder 15 minutes before the livestream begins.
• Consider how to engage children as well, not necessarily on Sunday morning.
• Consider using churchonlineplatform.com to engage more fully with your congregants. Their services are free, but do not replace your livestreaming platform. They also do not integrate with Facebook. They do have helpful guides on setting up a more advanced livestream in order to use their services.
• Invite participation through the online chat connected to your stream. Consider asking one or more congregants to be responsible for enlivening the chat by emphasizing points, asking questions, etc.