

Preliminary email correspondence with participants in The Chosen virtual faith-sharing group

I sent the following email 2 days before Session 1 of our group. I sent it with all email addresses visible in the "CC" line, so participants could see who else they'd know in the group. After Session 1, I sent the weekly email reminders with the addresses in the "BCC" line, to make the email shorter and neater.

Dear friends,

Thanks for signing up to be part of our virtual "The Chosen" discussion community this fall! This should be everything you need to get started.

Technical Details:

1. Sometime before Wednesday at 8 pm, watch episode 1 of The Chosen, [which is found here](#). The Sacred Heart Parish Facebook page will post some sample discussion questions on Tuesday, in case you want to pre-consider some discussion points for Wednesday.
2. Ensure that you have Zoom downloaded on your preferred device. It works on smartphones, tablets, or traditional computers--but you may want to opt for the bigger screen of a tablet or computer, because it will be easier to see more faces of participants on one screen. It is not required to have video/webcam, but it does make the experience more connective if we can see each other.
3. If you requested additional Zoom tutorials, I will send you a separate email about how to download an account, and the basics of what to expect when you log in.
4. This Wednesday, 9/9, [click this link by 7:55 pm](#) to log into our group discussion Zoom meeting, which will begin at 8 pm. If it asks you to enter a password, the password is "chosen."
5. If you have technical difficulties: Call me on my cell phone at 814.392.5377

Experience Details:

- Our hope is to create a community where we get to know one another and share each week. This will be easiest to do for folks who commit to participating in all the sessions. However, as part of this pilot project, we welcome folks across all schedule conflicts, comfort zones, and curiosity levels! So, we will send you links to participate each week. but it will be okay if you do not attend all sessions.
- We will spend the first 15-20 minutes of Weeks 1 & 2 doing introductions, getting comfortable with the format and with the platform. Down the road, we'll use the full hour reserved for discussion.

- Do what you need to do to prepare. In addition to watching the show, you may feel compelled to do one or more of the following: Preview the discussion questions, prayerfully consider what personal thoughts you feel compelled to share, open your heart to listen deeply to others. This experience will be most meaningful when we take a posture of listening, as well as a willingness to share from our own experience and perspectives.

Looking forward to being community with you all!

Peace,
Jessie Hubert, co-facilitator
Sacred Heart
814.392.5377

Onboarding non-Zoom users to the virtual faith-sharing group

The day before the session began, I sent the following email to the people who requested help. Of those 3, one of them requested a 1:1 trial session. (The other two never got back to me and never did participate.)

We spent about 15-20 minutes together, reviewing:

- How to log in from the Zoom website/app
- Checking microphone and camera, and learning how to turn both on/off
- Developing comfortability holding a conversation over Zoom
- Using chat box
- Using reactions
- Zoom norms for our group: Mute unless you're speaking, keep your video on if you're willing, be mindful of what's on your video, and use the chat/reactions as you're comfortable.

I had two people log in to the optional technology help session for the ½ hour before Session 1. I reviewed the same content with them as well.

Hello Nancy, Marilyn & Ruth,

We're so happy you signed up for the discussion series on The Chosen! I'm glad to share some resources to help you feel more comfortable logging into Zoom tomorrow.

1. Here is a starter guide, including how to download the software onto your computer. It is a 3-minute video tutorial to watch, so you will know how exactly to do it. (Alternatively,

you can also download the Zoom app in the app store on your iPad or smartphone if you'll be using one of those devices instead.)

<https://www.youtube.com/watch?v=qsy2Ph6kSf8>

2. The 2-minute video on this page will show you how to log into a Zoom meeting with the link that I emailed out yesterday.

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

3. I will offer an optional one-on-one technology help session tomorrow, September 9 from 7:30-8:00 before our meeting begins. I encourage you to log into the meeting before 8 if possible, so we can test your technology and offer you some personalized support to help you feel comfortable.

Let me know if you have additional questions! And thanks again for joining in this initiative!

Peace,
Jessie