

## **Minister/Administrator event – Tuesday 17<sup>th</sup> November 2020**

You have already received details from Bev Hughes in her email of 3<sup>rd</sup> November, and this included the Zoom code you will need for the day.

Now that we are in lockdown again, we are expecting most of you to be attending remotely so these notes explain how the breakout rooms will operate. Note: this is now a separate sheet from the handbook.

- 1 The morning is made up of a number of input sessions led by John Truscott, each followed by 10 minutes in Minister/Administrator pairs (or a case of three coming from one church and four from another).
- 2 When we break into pairs you will be put in a Zoom breakout room so only the two+ of you will be on screen together. If it so happens that the two of you are in the same room and working together in person, you will still be in a breakout room but you can ignore that.
- 3 You will receive the normal one minute warning when rooms are closing and you are brought back into the main forum. But ten minutes is not long and you will need to cover the actions you are asked to do in that time, most of which relate to the exercise sheet Bev has already sent you.
- 4 When we have a coffee break half-way through the morning, you may like to turn both camera and sound off but please watch the time so that you are back in time for the next session. Please don't sign out at that point so that we have to re-admit you!
- 5 Just a reminder that you can phone Bev if anything goes wrong (023 9289 9656).
- 6 And a final reminder that you need your completed exercise sheet and a copy of the handbook which you can download from the same web-page as you have used for this sheet.

We look forward to your being with John and Bev next Tuesday! We pray this will be a very worthwhile morning.