



## Resources for Moderators and Zoom Hosts

### Overview:

**Pray Together** meetings are hybrid gatherings where all participants, whether on campus or using Zoom, can see, hear and interact with each other. A Zoom Host person on campus manages the Zoom participants and may assist the Moderator via chat messages. A Moderator for the gathering coordinates and guides the prayer experience. The guidelines below assume that the standard is for the Zoom host to be on Campus and the Moderator can be either on campus or remote via Zoom. However, as indicated in the red text, if the Zoom host will participate remotely, the Moderator may need to be on campus to perform some of the tasks associated with room setup.

### Moderator Role:

The Moderator's primary role is to begin and end the prayer sessions on time, to set the tone for the meeting, and to maximize the opportunity for participation by all. To be a good moderator, you do not need to be an eloquent prayer "expert." You just need a heart for prayer and to encourage others in their prayer experience.

The Moderator should do the following at each meeting:

1. Before the prayer meeting, if participating remotely, start their own computer, connect to internet, and join the Zoom meeting. Otherwise try to arrive in the room by 5 minutes before the hour.
2. Please begin the meeting promptly at the stated time.
3. Moderators should strive to complete the steps a through d below in no more than 5 minutes, recognizing that their principal role is to maximize the opportunity for all to pray:
  - a. Read the opening statement given below
  - b. Transition to a 2-minute period of silence
  - c. After 2 minutes, give a **brief** opening prayer. A sample prayer is provided beneath the opening statement. Adapt your opening prayer as the circumstances warrant, but please strive for 90 seconds or less (approximately 200 words). Please do not attempt to cover all the prayer requests in your opening prayer. Just set the tone and allow the Holy Spirit to guide from there.
  - d. Invite all in the meeting to pray as the Spirit leads, in keeping with our Guidelines and Guardrails.
4. Beginning at 30 minutes after the hour, begin sensing if the meeting should draw to a close prior to the total allotted 45 minutes of prayer time. If there are lengthy periods of silence after 30 minutes elapse, simply ask "would anyone else like to pray?" If silence persists, the moderator may wish to transition to a closing prayer prior to 45 minutes.
5. At or just before the 45-minute mark, invite final prayers by saying something like, "Before I close our prayer time, if anyone else wished to pray, please feel free." Upon reaching 45 minutes, when the last individual has finished praying, state "I will now close our prayer time" and give a brief, 30-second closing prayer. (Another sample is provided below)
6. After the closing prayer, thank all the participants, encourage them to keep praying for any prayer requests during the week, and invite any who wish to stay for fellowship until the top of the hour.

7. Ask for feedback during the fellowship time and summarize any comments and suggestions in an email to John, Sharon, and Bill, using the email address [praytogether@sapres.org](mailto:praytogether@sapres.org).

### **Zoom Host Role:**

Please note: Items in red text below are listed under the Zoom host role. However, as agreed between the Zoom Host and the Moderator, there may be times when the Zoom Host is participating remotely, and the Moderator will assume some of these tasks in the on-campus room.

In general, the Zoom Host will assist the Moderator in conducting the meeting with the local and on-line prayer participants. They will need to be on campus to setup the AV cart and computer connection prior to the prayer gathering. They also will need a second computer connected to the internet in order to manage the on-line participants and “chat” communication during the prayer time. Zoom Host is always “eyes open” for the prayer session in order to manage the Zoom participants.

The Zoom Host will:

1. About 20 minutes before the prayer meeting:
  - a. Setup AV cart: connect to internet via computer cable to data port in room, start up and test the AV cart computer, TV, camera and audio system.
  - b. Start-up their own Zoom Host laptop computer and connect to internet via WIFI
2. Start the specified Zoom meeting with log-in, meeting ID & password using the AV cart computer
3. Set options for the Zoom meeting on the AV cart computer  
(i.e., mute on entry feature, do not display when video is off for a participant, etc.)
4. Join the specified Zoom meeting with their own Zoom Host computer
  - a. Zoom Host computer mic & speaker volume must be off; video should be off for Zoom window
  - b. Setup the Zoom Host as co-host for the current meeting using the AV cart computer
  - c. Ensure that the AV cart internet , TV, camera, microphone and speakers are working
5. On-campus room setup
  - a. Set out Pray Together sign on the doorway entrance to room.
6. At the start of the meeting, admit to the Zoom session the Moderator and attendees
  - a. Mute all but the AV cart computer and the Moderator or person praying
  - b. If anyone’s name is seemingly not well-displayed, send them a chat encouraging them to rename with first and last name.
  - c. Ensure that the Moderator and Zoom Host have their “chat window” open
  - d. Monitor for participants entering late and be quick to mute them if needed.
7. Coordinate with the Moderator via “chat” for:
  - a. Any in-session issues to which the Zoom Host or Moderator should respond
  - b. Prompt the Moderator at 40 minutes past the hour, just as a time check.
8. **NO RECORDING** of the prayer meetings

### **Moderator Opening Statement:**

Welcome everyone. I am (name), your moderator, and I’d like to thank you all for being a part of **Pray Together**.

**Pray Together** meetings are central to the spiritual life of our church. The goal is to make regular prayer gatherings a part of everyone's ongoing experience at St. Andrew's.

Each meeting combines in-person and remote attendance via Zoom, and this will maximize both the convenience of Zoom and the power of face-to-face contact for those who gather on campus. Each of you should have received an email reminder yesterday with the latest set of prayer requests. Feel free to incorporate any of these requests in your prayers, and also, please be aware of the guidelines and guardrails that were linked in that email.

Now is a good time to double check that your cell phone ringer is turned off. We will begin with a couple minutes of silence, and then I will open with a brief prayer. When I am finished, everyone who wishes to pray will have the opportunity.

For everyone on Zoom, please remember to unmute yourself before beginning to pray and mute yourself when you have finished.

We'll spend between 30 and 45 minutes in prayer, and then everyone who would like to remain for fellowship until the top of the hour is welcome to do so.

If you are not comfortable praying out loud, don't worry! Your silent agreement with other people's prayers is every bit as powerful. We expect you will encounter the Holy Spirit at these gatherings, whether you pray out loud or silently. There may be several periods of silence during our prayer time, and that's perfectly okay. Just let the Holy Spirit move you as to how and when you will pray.

So let us begin with a few minutes of silence as we allow our thoughts to be quieted before the Lord and listen to how he is prompting us to pray.

#### **AFTER 2 MINUTES**

#### **SAMPLE MODERATOR OPENING PRAYER:**

Heavenly Father, thank you that you put upon the hearts of those here today to gather and pray.

May we as your church be stirred in our hearts to come to you in prayer, and may we grow together as a praying community.

Lord, I pray for our pastors and ask that you guide them as they lead our congregation, and that you would bless their families.

I pray for our church staff; it has been a difficult year and they have handled their tasks and responsibilities with grace. Bless them and their families as well.

Heavenly Father, please bless this prayer gathering, and may we feel your presence surrounding us.

AMEN

Now let us go to the Lord with our prayers. Anyone who wishes to pray may do so as the Holy Spirit prompts you, keeping in mind the Guidelines and Guardrails provided for these meetings.

#### **SAMPLE CLOSING PRAYER:**

Thank you, Lord, for this wonderful opportunity to come before you today. We have been so blessed to be in conversation with you. Watch over each of us as we move through the rest of the day. Lord, we give you all

the glory and praise. Bless St. Andrew's as we move forward together as a community of prayer. We cannot wait to see what you have in store for our church.

The Lord bless you and keep you! AMEN!