



# MODULE

## DELIVERY GUIDE FOR LEADERS

### TIP SHEET

*NOTE: While the triad configuration is ideal and the preferred way to conduct Phase 1, the in-person scenarios could apply to a group setting such as a circuit meeting. If a group setting is used for Phase 1, triads must be established for the Phase 3 peer review.*

This guide is provided to assist triad leaders in organizing and facilitating each phase of Preach the Word. The following are recommendations, understanding that each triad will have different levels of expertise, tools and resources available.

## Phase 1:

### **Module Review (to be done in triads)**

Phase 1 of *Preach the Word* involves using the module handout to move through video-based lectures and examples with your peers in a triad configuration. One of the following four circumstances might best describe your setting.

**In-person triad with good internet access** – *for groups of three meeting in-person where internet access is available*

- Gather around an internet-connected laptop, desktop or tablet to stream the videos from Vimeo.com.
  - Optionally connect to a TV or projector
  - Optionally use external speakers or other audio options

**or**

- Gather around an internet-connected TV with the Vimeo app installed (some smart TVs, Roku device, Chromecast device, etc.) and stream the videos from there.

If applicable, check with a facilities manager at your meeting location to determine what audio-visual resources are already in place.

**In-person triad without internet access** – *for groups of three meeting in-person where the Internet access is poor or not available*

- Prior to your review session and in a location where you have good internet access:
  - Download the videos from [lcms.org/preachtheword](https://lcms.org/preachtheword).

**or**

- Download the Vimeo app on a tablet or smartphone. Add the module video to your offline viewing list within the app.
- Gather around device for viewing.
  - Optionally connect device to a TV or projector
  - Optionally use external speakers or other audio options

If applicable, check with a facilities manager at your meeting location to determine what audio-visual resources are already in place.

**Long-distance triad with good internet access** – *for groups of three meeting long-distance where the internet connection is excellent*

- Use an online video conferencing service to view videos together, screenshare and discuss
  - Skype

**or**

- Zoom (calls limited to 40 minutes, but you can disconnect and call back as much as needed)

**Long-distance triad with spotty internet access** – *for groups of three meeting long-distance where the internet connection is not excellent for all triad members*

- Watch the video on your own immediately before, or as close as possible, to your triad meeting time. Connect via conference call, using a smartphone or office phone conferencing feature or other conferencing service (Skype, Google Hangouts, etc.), to discuss what you watched.

**or**

- Connect via conference call using a smartphone or office phone conferencing feature or other conferencing service (Skype, Google Hangouts, etc.). Each watches the video on their own while on the call.

*NOTE: Due to bandwidth and video quality issues, this method is recommended only in instances where all triad members have extremely good internet connections (2mbps download/upload speed or better).*

## Phase 2:

### **Sermon Recording and Discussion (to be done in congregational setting)**

Phase 2 of *Preach the Word* involves applying what you have learned and discussed in Phase 1, and recording your own sermons for the peer review in Phase 3. Some of you may already record your sermons. Otherwise:

#### **Recording your sermons**

- Determine if there are congregation members (for example, youth) who may be able to help.
- Use a Smartphone or photo camera with video capabilities.
- Use a tripod or other stand, if possible.
- Tips and suggestions for shooting better video:
  - Make a test video to understand your surroundings and make adjustments;
  - Pay attention to lighting and audio;
  - Avoid distracting backgrounds;
  - Keep camera steady and stable;
  - *Film in landscape exclusively*; and
  - Set exposure and focus manually.

#### **Sharing your sermons**

- If you are already archiving or podcasting online, share your links with each other.  
**or**
- Create a private Facebook group for your triad to share your videos.  
**or**
- Create a free YouTube or Vimeo account for your triad. Use the privacy settings in YouTube or password protect them in Vimeo, if you wish. Uploaded videos can be password-protected if you wish
  - Vimeo storage is limited to 500mb but can be increased for \$5/month and can be cancelled anytime.
- or**
- Use a cloud sharing service (Google Drive, Dropbox, Apple iCloud Drive, Microsoft OneDrive, Box.com, etc.) to upload and share your videos.

## Phase 3:

### **Sermon viewing and feedback (to be done in triads)**

Phase 3 of *Preach the Word* involves reviewing the sermon you recorded with your triad members, discussing the sermon and receiving feedback.

#### **Reviewing your sermons in a triad**

- Use one of the in-person or long-distance methods described for Phase 1 to review the videos and share feedback.

## Links and Resources

Following are some links and resources that may help you in determining which tools are right for you.

#### **Links**

- Vimeo – features | mobile/TV FAQs |
- Zoom – features | screen sharing
- Skype – Chat with a group of friends | Share your screen
- Facebook – How to create a private group
- Google Hangout - tutorial
- Internet Connection Speed | [speedtest.net](http://speedtest.net)

#### **Other resources**

- Check with your district to determine if there are any remote conferencing tools already in place for you to use.
- If you aren't savvy with technology, a congregation member who is savvy may be your best resource.