

## Clergy Webinar Q&A April 14 and 15 2020

Bishop Susan began the meeting with words of welcome, noting that it was particularly heartwarming that so many were participating after the grueling work of Holy Week and Easter. After offering a prayer, she talked about the beautiful services that she had visited online, thanking the clergy for their faithfulness and creativity in that work.

She then pivoted to talk about the importance of tending to spiritual, emotional and physical health so that all could continue to serve well.

She reiterated that the change in guidance last week was NOT suspension of worship. It was, and continues to be, suspension of livestreaming or recording in the sanctuary. She characterized it as “expanding our fast to include fasting from livestreaming or recording services from our sanctuaries. We lead it from our homes now.”

She also talked about the uncertainty about how long this was going to go on: “Some of us set a pace for ourselves in the beginning that was absolutely necessary then, but might not be sustainable indefinitely. If it feels like a burden it’s okay to make a change now. It’s okay to invite others to take some things on. It’s okay to move from a commitment to offer a particular thing to once a week instead of once a day. If you’ve been leading Compline every night online, this may be the time to teach people to pray Compline at home every night by themselves.” All of this is intended to make the scope of work that clergy do in this time sustainable. She encouraged pacing ourselves and slowing down a bit.

Part of this is one’s spiritual life “Tend to your own soul. Take more time in prayer than was your custom in the past. Keep talking to a spiritual director. Consider taking a virtual retreat. I’m committing to unplug from all electronics for a bit every day. TAKE YOUR DAY OFF!”

If you’re feeling pressure from parishioners to do more? The Bishops can be advocates for you in this.

One thing that we will be offering is pre-recorded sermons that you can use if you need a Sunday off from writing sermons. Bishop Jennifer is doing one for this coming Sunday, April 19<sup>th</sup> (Easter 2) and Canon Mary Thorpe is doing one for Easter 3. Others will follow, offered by diocesan staff who preach. We’ll offer details about how you can access and use these sermons by the end of the day today (April 15th.)

Bishop Susan also reminded everyone that Tuesday May 5th is virtual clergy retreat.

She also reminded attendees of the importance of making sure parishes’ information is up to date on the [Episcopal Church Asset Map](#)— ERD does its response work working with communities on the ground. The way they know what’s available is the Asset Map. Of particular importance is hands-on service work you do in your community. Contact Aisha Huertas (ahuertas@thediocese.net) if you have particular questions. There will be more guidance on this shortly.

**Info from Aisha Huertas:** Aisha highlighted the great work that some of our parishes are doing in partnership with Underground Kitchen, feeding those who are struggling and in need of food; Deacon Barbara Ambrose is the point person for that initiative. If your parish has a commercial kitchen that can be used for preparation, please let Aisha know at [ahuertas@thediocese.net](mailto:ahuertas@thediocese.net) .

**Info from Nancy Chafin:** First, please share your stories of successes and creative work with us so we can share them around the diocese. [nchafin@thediocese.net](mailto:nchafin@thediocese.net) or [ekamran@thediocese.net](mailto:ekamran@thediocese.net) .

With many clergy transitioning to streaming or recording virtual worship from their homes, we felt it was a great time to provide some extra guidance and advice on how to get set up at home and the options available for streaming. So we've brought in some experts to share their wisdom with us. Mark Seip and Joe Klem are parishioners at St. Andrew's Arlington. They are the volunteer communications team for the church and bring a lot of professional expertise to the job. Joining them is their rector the Rev. Dorota Wright-Pruski who can provide some helpful insights into streaming worship from the perspective of the preacher and leader of the virtual worship service.

Mark Seip gave some general principles in using technology effectively for worship. Some of these were very basic: particularly as you begin to do the work of leading worship from him, one needs to attend to issues of location, lighting, access to a strong wifi signal. You need to "build a set" to create a sense of sacred space. Be conscious of the height of the camera.

Which online platform to use? Zoom provides a little more interactivity and the capacity for breakout rooms if you have more than the free version. It does require some technical savvy. A lot of parishes are doing FB live and YouTube live. In all cases, regardless of the choice of platform, there will be a learning curve. Mark noted that there is very good instructional material from Zoom. If you decide to use Zoom, they recommend the rector not be the host. You want to have a moderator who will function as a "virtual usher."

"Our challenge was that our first online service was going to happen with only 72 hours to get ready for it. If you haven't already done so, check in with your parish administrator so if you HAVE to contact people quickly, you know how you'll do that. It's most rewarding when others can do readings etc. We used Zoom because of the ability to unmute. Try dry runs. Make mistakes. Figure them out ahead of time. Be patient. From a technological aspect, Zoom has a lot of features and it can feel daunting. The reward was worth the risk. We could not just present Dorota to the congregation, we could present the congregation to Dorota and each other. Be patient. Stuff happens. If you decide to make the leap into Zoom, have someone other than the priest be the host. We want the priest to focus on the presentation. Re Zoombombing, we haven't had it. For those who aren't familiar with it, Zoombombing is when the link goes out in public and a stranger can jump in and unmute themselves and say inappropriate things or do a screenshare that is inappropriate. Our philosophy was we don't screen people at the doors so we won't screen them entering virtually. We as moderators watch closely and we can shut down anyone who attempts something like that."

Tutorial from Mark on setting up streaming worship and zoom -

<https://www.youtube.com/watch?v=osaBE9V4fFE&feature=youtu.be>

Joe Klem also discussed different options, particularly for parishes with different levels of resources or challenges with internet connectivity or bandwidth. He walked through options that might fit the style or resources of churches across the diocese – a little something for everyone.

- *For environments where there are technical challenges/ the simple approach without technology.*
  - Text Prayer guide or weekly handout – email or post to web
- *Prerecorded.* Takes a lot of the pressure off and doesn't require so much choreography.
  - Audio – recorded sermon or recorded entire service posted on your website.
  - iPhone voice memo or digital recorder with a USB port to be plugged into computer to download file.
  - Podcast. Search for church podcasts on youtube for instructions.
  - Telephone conference call – freeconferencecall.com with or without handout or audience participation.
  - Prerecorded video uploaded to vimeo or youtube. FaceBook live or YouTube live.
- *Live presentation.*
- *Live presentation with interactivity.*

Mark Seip and Joe Klem are happy to take your further questions via email: [jmseip@gmail.com](mailto:jmseip@gmail.com) and [jkle63@gmail.com](mailto:jkle63@gmail.com)

Dorota+ talked about St. Andrew's and her experience of adaptation fatigue as the team implemented increasing levels of technology. "All of us are experiencing it, leaning on new skills we had had to learn. It is a gift to me to use this platform despite some of the challenges. Providing services through Zoom in the meeting function where everyone is visible and can interact is wonderful. We mute so we can manage the chaos. One of the big gifts is a sense of normalcy. I get up on Sunday morning and I put on my clericals; I review the service, I prepare the announcements, then I see them all live. That is the one thing that has been such a gift. The first time we did this in this way, many of us were weeping. I was looking at my community through my screen for the first time. The second gift is intimacy. We look into persons' homes. We see grandkids waving to their distant grandparents in church. Kids are holding up drawings. On Easter we had a festive coffee hour with hats and costumes! There was even a dog costume – it was just fun and healing. It feels like we are using the technology to connect and build community, not just survive. We didn't start with all the bells and whistles, just the most basic slides for a service of compline. We added in more, once we got comfortable with it, but there are ways to use it in accessible, small ways. It's been a gift that created new opportunities. We consistently get between 25-30 people to our compline service, which was new. We hope to continue it [after the restrictions are lifted] because the response has been strong."

Q&A

**Preliminary:**

Bishop Goff, how is your health?

Thank you for asking and for your continued prayers.

I am recovering well from surgery. I will meet with the radiation oncologist in two weeks to talk about the next stage of treatment. I feel buoyed by prayer and blessed by the amazing gift of healing grace.

#### **Finance and Administration:**

**Info from Ted Smith: This is what Ted will be covering with Wardens and Treasurers in their afternoon webinars:**

- Updates on PPP loans. Many parishes have gotten their application in or just need a few pointers to complete their application. Others have actually received their approvals. Let us know if your parish applied, how long it took, and which bank you used.
- Guidance from Church Insurance regarding business disruption coverage.
- Information as it currently exists, regarding the Commonwealth of Virginia's implementation of the coronavirus unemployment insurance program.
- Expansion of FMLA and paid sick leave.

#### **Q&A**

Has anyone received a SBA PPP loan yet in the diocese? We got a note from our bank that said, "The PPP APP has been approved." Does anyone with experience in this know if this means we will get the loan we applied for? Or does it just mean - "well done - your application was done correctly" :) We have emailed back - but haven't heard since April 11. **Several have, and at least one has been disbursed. If your application has been approved, it means the funds will be disbursed.**

Can the church organist rehearse in the church, as a way of maintaining their skills ... it would not be recorded. **Yes.**

Thank you for the recorded sermons. They will be a great gift for me and our congregations. I also think they are a great opportunity for us to demonstrate to a wider group of congregants the benefits of being connected to the diocese. Can you tell us where we will access these? Will they be audio or video? **We'll distribute the sermons as video, audio and text. There will be a link to them sent out to the clergy prior to the Sunday service, and they will be available on the Diocesan website on the Virtual Worship page sometime after normal service hours each Sunday.**

Our parish banks with Atlantic Union Bank in Leesburg. Our CARES Act volunteer was informed that they will receive our application later this week! More to inform after we submit! **Great news! Clergy, please do let us know if you've secured a PPP loan!**

#### **Outreach:**

Emmanuel's Table (Woodstock) has seen a 74.5% increase in the use of its pantry in the last month.

Our parish banks with Atlantic Union Bank in Leesburg. Our CARES Act volunteer was informed that they will receive our application later this week! More to inform after we submit!

### Technology in Worship:

Here are some videos from Stacy Duncan-Williams that you might find helpful regarding Zoom:

- Detailed Walkthrough of Zoom Settings [https://youtu.be/6jA0\\_T7xrRw](https://youtu.be/6jA0_T7xrRw)
- Overview of Updated Zoom Controls Participants and Hosts [https://youtu.be/2RZ\\_kbHJceg](https://youtu.be/2RZ_kbHJceg)

What apps / resources you use or recommend for EASY way to do multi-person choir recordings without being in the same room / asynchronously? Particularly, we would like to have organist record music then have choir members record singing to that music. **From Mark and Joe: we'd like to learn more about that ourselves. From Mary: Here are two YouTubes talking about ways to do this.**

[https://www.youtube.com/watch?v=STXzs5qnPwg&feature=share&fbclid=IwAR1J2tsiH5MOZ\\_kkqfoqnl4BQE5fAqf60bir3FE8pAJ1TsH9XShlvRf1-Mk](https://www.youtube.com/watch?v=STXzs5qnPwg&feature=share&fbclid=IwAR1J2tsiH5MOZ_kkqfoqnl4BQE5fAqf60bir3FE8pAJ1TsH9XShlvRf1-Mk)

<https://www.youtube.com/watch?v=-FLYPvtN2HY>

What vestments, if any, recommend for online worship, MP, or Liturgy of the Word? Is Lit of the Word Eucharistic service so are albs ok? **From Dorota+: I used regular vestments when I was presiding in the church, but from home I think I'll use just clericals.**

For your music minister, how is she/he getting the live music into zoom? recordings or live with a USB connection to instrument? **From Joe: it's pretty simple. He's got a computer alongside his instrument at home (an electronic keyboard) and he just streams it as he plays.**

Music is our challenge. Using Go to Meeting, which is great for interactive service. Pianist plays from home but very poor sound quality. How to transmit music? Thanks. **From Mary: here's a handy little guide from our friends at Classical Revolution RVA for recording on smartphones, but the technique would work equally well if you're doing this live: <https://www.classicalrevolutionva.com/recording>.**

We're considering using OBS (Open Broadcast Software) and trying to go multi-camera for zoom worship, what you think? what other software (free) might you recommend? Is this something we want to sustain? It is super cool seeing folks across the country. **From Joe and Mark: this is another area where we'd love to hear what you discover since we're not using this approach.**

What software tools you use to organize all the new roles for worship, i.e. lay host/tech lead, etc.? **There wasn't time for Joe and Mark and Dorota to respond to this one, but it seems that we have a good model in terms of the sort of rotas we normally do for the various roles in worship. Once you've defined what you need, you fill out the rota and make sure everyone has a copy.**

How many person-hours per week do you spend planning, practicing, setting-up, etc. for you zoom online worship. Just trying to get a ballpark for planning purposes. **It varies, and we expect it would vary**

depending on your context, your people who have technology experience, and how complicated you want to make the service.

What have you done with online worship that you LOVE that you didn't or weren't able to do before? Certainly we're going to try to continue the online Compline service. We're still living into our online worship experience, so we wouldn't want to comment or suggest that our experience would be the same as yours.

We have had good luck with Google slides and embedding videos that we share via screen share, i.e. videos of people playing music or youth doing readings, etc. similarly for audio files.

Sorry, missed how you're doing coffee hour online. From Mary: if you're using Zoom, you can set up virtual breakout rooms and assign groups to it. Given Zoom's technology that requires that only one speaking voice can be dominant at one time, if you have a large group, people tend to talk over each other in ways that makes it more frustrating than community-building. From Mark S: We use the same Zoom meeting, and Rev. Dorota repositions into the Lounge. We usually ask a prompting question and ask folks to raise their hands (which is a Zoom function) to be unmuted.

We're having "Drop-In" office hours via Zoom utilizing the waiting room function.

It also works great for bible study. I have been able to continue my weekly evening bible study with zoom.

Our church is pre-recording our main service and including audio video of parishioners reading the lessons and leading prayers and our musician playing her piano from home and bringing in other choristers. This is made available at 10:00 a.m. but is also available for folks to view when their home routines allow. BUT< we are doing Zoom Coffee Hour and that is a great way to bring folks together. We also have been breaking out into smaller groups for conversation.

One of the best parts of our Zoom worship on Sunday morning was our seminarian Pearson joined us live from Tanzania!!!!

I feel like there's two different messages from Bishop Susan's keep it simple, and this presentation's great...but really high tech. From Mary: just a reminder with all the great talk of use of technology – sometimes SIMPLE, done well, is better than trying to do more than you are capable of doing well. No

I've not been able to get voices to sync on ZOOM. i.e. being able to recite Creed or Lord's Prayer in unison or to sing a hymn. There's a lag time with Zoom that makes that virtually impossible. The other problem is that only one speaker's voice can be heard at any given time, so trying to leave everyone unmuted means that it all sounds like a great big confusing mishmash. We'd recommend you mute the attendees (except for you, of course) when there's corporate prayer or singing.

Here's a great PowerPoint document to help make prayer graphics from our colleague the Rev. Scott Parnell: [http://www.thediocese.net/Customer-Content/www/CMS/files/Prayer\\_Graphic\\_Workbook.pdf](http://www.thediocese.net/Customer-Content/www/CMS/files/Prayer_Graphic_Workbook.pdf)

What about parishioners with little or no internet access? Turn to the telephone! In rural areas, telephone trees continue to be used by our parishes. They're a time-tested solution. And doing worship over conference call, using [freeconferencecall.com](http://freeconferencecall.com) , is a simple way to do worship together for folks with little or no internet access.

### **Christian Formation**

**Updates from Paris Ball, Office of Christian Formation:** we have made no decisions on camp yet, but we're planning for a variety of contingencies depending on how things unfold, with safety as a prime concern. We should be able to give more clear direction in about three weeks or so. If you are working on Christian Formation or have someone who is leading that and wonder what might work in these circumstances, please join one of our regularly scheduled activities. <https://www.dovformation.net/>

**Bishop Brook-Davidson** closed with thanks for the hard and amazing work everyone has been doing and reiterated the invitation to take a breather. Rest in God's favor and grace for all that's been happening. She closed the meeting with prayer and a blessing.