



GRACE TOGETHER

ONLINE GROUP LEADER TIP SHEET

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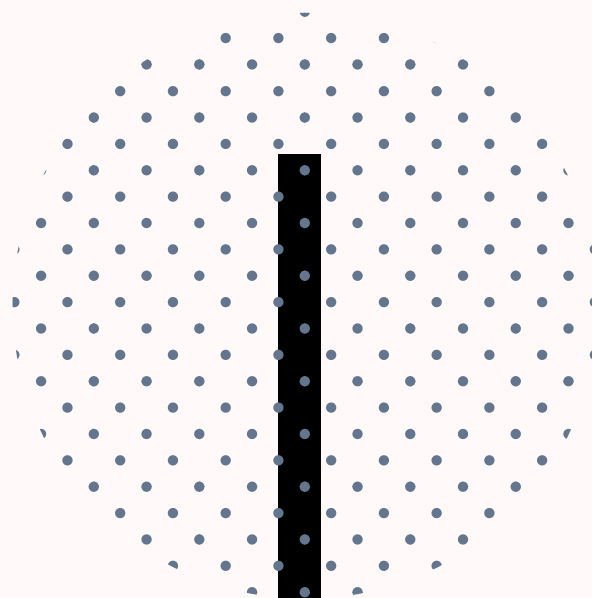


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PRE-GROUP PREPARATION

-Determine day(s) and time for your event or group (Refer to implementation guide for assistance in planning). Decide if it will be in-person or online such as a zoom group.

-Obtain emails from churches, community, centers, or couples that you know

-Send email advertisements/invitations with information about the group and how to register either from your email or from a Mail Chimp account (it's free)
o<https://mailchimp.com/>

In your email, include the link for the Grace Together website

Grace Together Homepage: <https://charis.regent.edu/grace-together-homepage/>

It can be helpful to compile the couples' information into an excel file (password protected) to be able to call and email them as a check-in prior to the class start date

Send weekly reminder emails for the group including the start date and time

A few days prior to the start date, send out the zoom link and start date/time as well as the workbook

Morning of: Email the zoom link and start time reminder

Zoom Help Link: Here is a link to the zoom help page if you need assistance with screen sharing, enabling co-hosting, sharing audio, etc.
<https://support.zoom.us>

PRE - GROUP PREPARATION

SIDE NOTE for research:

Include the the survey monkey link (in your email for the couple to register and complete the pre-measure for the class

If you are participating in research then we will provide you the link for couples to complete a pre-session 1 measure in survey monkey.

As couples register, make sure they complete the survey monkey link

PHONE CALL CHECK - IN SCRIPT/CHECKLIST

1. **Read this statement and check if the couple has any questions**

"The Grace Together couples class is intended for couples who have a range of relationship issues that many people face. If however, you are currently facing issues of aggression, violence, separation, substance abuse, current or recent infidelity, or one of you is intent on breaking up, this group is not for you. It could potentially make things worse since it will not address those issues directly, which is very important for you to do. If that is your situation, please contact a local therapist, or contact us at (include your contact information) and we can assist with the referral"

2.(If you are engaging in research with us, ask the couples this question) Have they both completed survey monkey? If not, encourage them that both partners need to have it completed before the start of the class.

3.Check in with people to prep for the class – any questions about zoom, the class, make sure they have a quiet space where they can be uninterrupted for the class

4.Contextualize what they can expect: Examples: using microphones, using chat, participate and engage and interact, use of break out groups, explain how zoom will work if they are unfamiliar, first session introduce and do an ice breaker then will watch video then do break out groups to discuss. Explain that you will email the workbook with the discussion question material a few days before the class starts

DURING CLASS TIPS

- Start the zoom call approx. 5 to 10 minutes before class start time
- It is helpful to have waitlist enabled on your zoom settings so couples can be in the waiting room until you admit them
- If you have other group leaders, make them co-host so they can mute participants, admit participants, and screen share if needed.
- When you admit couples –as host you can turn their microphones off, this is a helpful function to utilize while the video plays later
- Introduce the class and say any announcements that you have for the group. If anyone has not completed the survey monkey questionnaire – copy and paste it into the chat and have them complete then before you start the group.
- Explain how the group will work. The video is watched by the large group, then couples are split into break out rooms. (Practice assigning people to break out rooms prior to the first class).
- Download the Grace Together video 1 onto your computer prior to the class in case there are any connectivity issues so the video should not have to buffer and will already be on your computer.
- **Zoom Help Link:** Here is a link to the zoom help page if you need assistance with screen sharing, enabling co-hosting, sharing audio, etc.
<https://support.zoom.us>

DURING CLASS TIPS

- When you click share screen at the bottom middle of your zoom screen, make sure to check share audio so that the video audio is clear to hear for the participants.
- If you have other group leaders, have one of them take attendance by looking at the participant list while the video is playing. Do this each week to track attendance.
- Once the video has ended, stop screen share, and assign participants to break out rooms. If two partners in a couple are in different locations then make sure they are assigned the same break out room. Once you assign the break out rooms, you can join whichever break out room you want.
- You can either screen share the workbook or you can read and discuss the workbook with the physical workbook in front of you so group members can see everyone's face and connect while talking.
- Discuss the video and the video notes with the group and ask if they had any take- aways.
- Begin discussion of the discussion questions. It can be helpful to have the couples turn their microphones off so they can discuss the material as a couple for 5 to 10 minutes then everyone can discuss as a group.

DURING CLASS TIPS

-At 5 minutes till, it may be nice to bring everyone back to the main room (closing the break out rooms) to see if anyone has any questions or concerns, to give any reminders or announcements about homework and the following week's class, then end in prayer.

-At the bottom right – end meeting for all or remove the couples from the group if they are not logging off if you want to stay logged on to debrief with your fellow group leaders about the group.

-Subsequent class weeks will look the same as far as preparation apart from week 5 and week 6.

- Prior to week five , decide if you will be encouraging to participate in the traditional rose ceremony using real roses or using the online option (see leaders guide). Remind the couples in class 5 of the rose ceremony that will occur in class 6.

FINAL CLASS AND POST-CLASS TIPS

After watching the video and group discussion, have additional discussion regarding the group for the participants to process what was helpful or unhelpful. Create time at the end for feedback on the group.

Research Side Note: If you are participating in research, remind the participants to complete the post-questionnaire and paste the survey link in the zoom chat for them to complete at the end of the group while they are still logged in.

Send a follow up email thanking everyone for attending and encourage them to respond with feedback on the group.

Email participants who did not complete the post-questionnaire and include the survey link to encourage them to complete it.

Follow up with email and phone calls to participants who did not complete the post-questionnaire as needed.