

NOTES from the discussion of July 8th/9th

"Could we discuss the character and structure of online meetings? What are some guidelines that we could all apply to make these meetings the biggest possible blessing to all concerned?"

Suggestions / Technical issues:

Start/End with a Hymn. In meetings where hymns are played, a good mic is essential for proper music quality.

Have a set of guidelines displayed at/before the start of each meeting as reminders for all - such as to keep comments limited, etc.

The chairman should ask individuals in a private chat if they would like to read a scripture or make a comment rather than asking in the public chat window.

Perhaps a web page could be made containing technical assistance; frequently asked questions; and/or a dedicated dropbox folder for adobe issues, etc.

The Full Name should be listed on the side under Presenters list. (This can be changed easily without exiting the meeting.)

Do not touch or move the mic after it has been properly positioned. Try to turn the mic off if you must cough or sneeze. Both the foregoing create loud noise, especially to those wearing headphones, and degrade the quality of the recording.

Be sure your microphone is turned off if you are not speaking.

When speaking, watch the chat window for comments such as VOLUME TOO LOW or TOO LOUD.

When clicking on the 'hand raised' icon, you can leave the cursor there to shut it off.

Repetition of typed messages such as "No Sound", "No Audio" etc. is not necessary.

Scribe notes are only to be entered, modified, etc., by the scribe. It is best to allow the scribe to post scriptures as well, unless an alternate translation is being offered.

Personal comments in the chat area are very useful, if kept short and to the point.

Comments:

One difference appreciated for online studies is that Scriptures can be posted as well as comments, for all to see.

Participation on-screen and/or microphone should be balanced so as not to (1) over-participate, or (2) under-participate.

Participants are encouraged to put their hand up at any time, before the current speaker finishes, etc.

Watch the clock, make thoughts concise, particularly toward the end of a meeting.

Elder Brethren might wait for newer brethren to answer/talk first (hold back a little bit). Those who are shy should try to participate more.

The chairman should feel free to call upon whatever hand he decides is best; not necessarily in the order raised.

Consider jotting down points you wish to make before speaking.

If someone is rambling on perhaps the host could politely interrupt or cut the persons mic off in extreme cases.

Do not repeat points made by others unless adding something to it.

Question to ask self:

What do I want to say with expressions, references, examples?

Are my thoughts complete and clear or do I expect others to read my mind?

Is my participation too little or too much?

"Think before you speak" is a solid rule for all in every situation.

We should not be discouraged from speaking if we stutter or repeat ourselves trying to get the point made, but should make our best effort to speak clearly and concisely.

In general, 80% of comments are made by 20% of participants. Efforts should be made to enlist greater participation. All wish to hear a full cross-section of the brethren.

The chairman should be given a chance to pull in the quiet ones.

The chairman should use discretion to limit discussion on questions in any study.

We need each other and some have many talents, especially explaining the Truth to others. May want to add to comments of an elder.

It is very uplifting to cover spritual things like this which we are covering here on this meeting.

Avoid long prayers. Be specific and to the point.

Certain principles which apply in a study also apply in testimony meetings, such as keeping to a reasonable time limit.

Scriptures:

2 Tim 3:14-17 (KJV) "But continue thou in the things which thou hast learned and hast been assured of, knowing of whom thou hast learned them; {15} And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus. {16} All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: {17} That the man of God may be perfect, thoroughly furnished unto all good works."

1 Cor 14:40 (KJV) "Let all things be done decently and in order."

1 Cor. 10:31 (KJV) "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."