

Leader Responsibilities

Alpha Series: Life's Biggest Questions



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Introduction

Our Alpha groups will be meeting online using the very simple and comprehensive Zoom platform. Zoom is a video/phone meeting platform that enables us to “gather” from our own homes. Alpha group leaders and hosts will receive training and coaching to ensure a smooth transition to the online community. There is a modest cost for the convenience that a Pro Zoom account provides (\$14.99 per month). Alpha, being a 10-week program, will require 3 months of Zoom service. We would like to ask each group to cover the cost of their own Pro Zoom account. If any group is not able to cover this cost, Grace Gathering will make arrangements. Cost will not hinder any group from participation.



Alpha Series Schedule

Please note that the order of topics varies slightly from what is shown online.

Date	Week	Topic/Questions
April 19	Week 01	Who is Jesus?
April 26	Week 02	How can I have faith?
May 03	Week 03	Why and how do I pray?
May 10	Week 04	Why and how should I read the Bible?
May 17	Week 05	How does God guide us?
May 24	Week 06	How can I be filled with the Spirit?
May 31	Week 07	Does God heal today?
June 07	Week 08	How can I make the most of my life?
June 14	Week 09	Why and how do I tell others?
June 21	Week 10	What about the church?

Leader Roles and Responsibilities

Alpha Leader

This person does the introduction to each session, and is prepared to take on pastoral responsibility for guests

Alpha Zoom Host

An essential role; basically, the person making sure everything happens. They need to be well organized and understand how Zoom works with Alpha.

Prayer Coordinator

This person collects, tracks, and organizes the group prayer times. This person will also connect with the church's Director of Prayer and Prophetic. This person will also remind group of daily prayer time at 11:02 each day. In this case, Barbie Ballschmidt, will be your churchwide contact.

Sample Alpha Night

Time	Duration	Section	Leader
6:40 PM	20 mins	Team Prayer and Brief (before guests arrive)	Leader
7:00 PM	5 mins	Welcome Guests and give guidelines on how to use Zoom	Zoom Host
7:05 PM	10 mins	Fun Icebreaker—we want people to laugh! (more on this below)	Team Member
7:15 PM	60 mins	Live stream video with breaks for discussion	Zoom Host
8:15 PM	15 mins	Final discussion time	Leader
8:30 PM	-	Close	Leader
8:45 PM	10 mins	Send Follow Up Message(s) texting or emailing participants	Leader & Prayer Coordinator

Planning each meeting

Before

1. Find a quiet environment to lead Alpha Online
2. Try not to have any distractions in your background. Watch out for lighting in the back that may be distracting.
3. Go to Alpha.usa and download the video for the week ahead of time.
4. Copy and paste questions into a Word Document so they are ready for chat.
5. Paste them into the chat window during discussion time.
6. Make sure you have a great internet connection.
7. Once you are set up and ready to have Alpha online, proceed to next section.

During

1. Greet people by name once they arrive in the room. Your alpha team should arrive at least 10 minutes before. Make sure new people who will be coming online are greeted by their first name. "Hey Brian! Great to see you!"
2. Unmute when it is time to talk.
3. Check in with Zoom Host and double check that the video has been downloaded and that others can "see and hear" the video. Before each meeting, do a quick test to see if everything is working properly.
4. Have multiple people on your team helping: have a co-host and someone designated to pray for your group throughout the time.
5. Equip the team to know who will be designated as the one taking prayer requests (Prayer Coordinator) and recording them. It's important to record prayer requests
6. As the guests arrive, begin with an ice-breaker conversation in the chat window so participants can process the question before the actual Ice breaker. Ice breakers are simple questions or fun and simple games that warm up the conversation. You can find a list of ice breakers at <https://www.dropbox.com/s/sm6pr7assonr30w/15%20ICE%20BREAKERS.pdf?dl=0>

Sharing the Video (Zoom Host) (Just so you are aware of what host is doing)

1. At the bottom of your zoom app, there is a button that says “*share Screen*”
2. Click “*share button*” and find the video. Make sure your Zoom Host person is ready for the session.
3. Before you share it, make sure you click “*share computer sound*” and “*Optimize Screen share for video clip*”.
4. Once the video is done, it’s time for discussion.

Leading the discussion (Leader)

Here are some tried and true recommendations for making the most of the discussion time.

- ☞ **Always keep in mind who is in your group.** Remember that for persons of peace in your group, this is all new and can be intimidating.
- ☞ **Speak less, Listen More.** Most leaders are afraid of silence. Don’t be! Silence is your friend. If you simply count to 5 (silently of course) one of your group will get uncomfortable and jump in!
- ☞ **Control Less, Lead More.** Persons of Peace may say some crazy things! In fact, they will say some stuff that is completely wrong! Don’t flinch! Again, stay silent! I bet someone will step in and a good debate will ensue.
- ☞ **Don’t Ask Yes Or No Questions.** Ask questions that lead to conversation. Why do you feel that way? Can you explain what you mean by that word? Why do you agree? Why do you disagree?
- ☞ **Mirror!** Often you don’t have to ask a question at all. Repeat the last 3 or 4 words of a statement someone says and trail off...Most of the time they will feel the need to explain further...and then we get to the good stuff!
- ☞ **Be Realistic.** If you’re leading a group of 6th grade boys and you get 12 minutes out of them... I’m sending you a virtual high 5. And... you may want to give 11th grade girls a time limit as you’re getting started. Whatever your situation... be realistic. The simple fact that you are giving people a chance to speak about their ideas is unique and incredible. Most people sit in rows all their life being talked “at”. They love it when someone actually tries to talk ‘to’ them... though it may take them a minute to adjust!
- ☞ **Ask** “What is getting your attention?”

Before you end the Alpha call

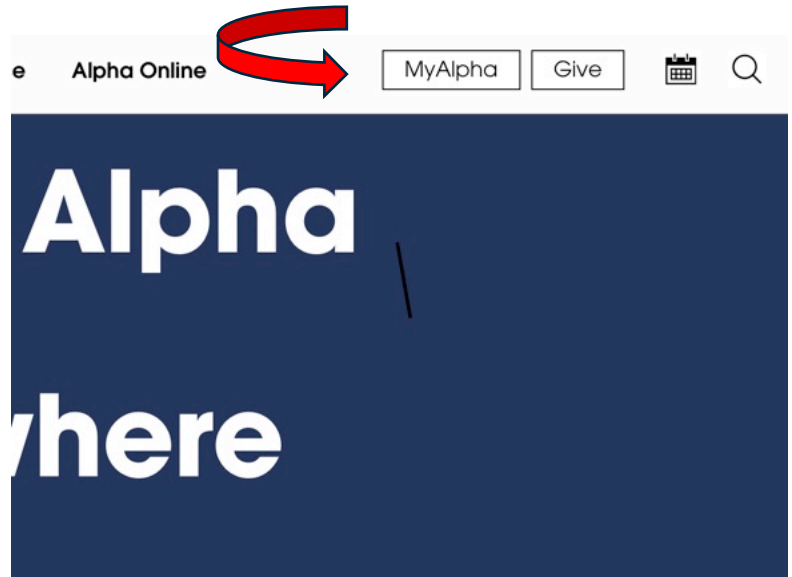
1. The power behind Alpha is the prayer that goes into praying for all of the participants of your group. The participants of your group have an audience with God and He is going to use your whole group to show His power and authority.
2. Your group Prayer Coordinator will make a list of prayer needs to be used throughout the week. Some of these will be for your own group, however, you may want to pass some of them along to the Grace Gathering Prayer Teams who will be set up to pray for every group that meets.
3. If there are a number of Persons of Peace in your group it is important to not move to things that may be foreign to them. Things like a worship time or a long prayer time can create feelings of anxiety for new people. You will have to rely on the Spirit to help you discern the spiritual temperature of the group. As your group becomes more comfortable with the idea of worship, begin with maybe using your ice-breaker time as a place for sharing what you are grateful for—or perhaps sharing a YouTube worship song for reflection. As for praying for one another, a great way to begin introducing the idea of prayer is outside of the meeting time through individual phone calls and texts.
4. As you're closing the call, make sure everyone knows how to connect with each other throughout the week and make sure everyone knows when your group meets next.

After the Call

5. Creating a time for your core-team to connect throughout the week to talk about prayer needs and encouraging intentional conversations with POP outside the video call is important.
6. Persons of Peace are not our spiritual projects. If they feel like they are, walls can be built up. We desire humility, transparency, and genuine relationships. We are not perfect examples of Christ's followers, but we are living ones!
7. Written letters, texts of encouragement, FaceTime calls are all encouraged as a part of your Alpha group. Set specific times to pray, encourage, and write those in your group.

What do I do next?

1. Go to Alphausa.org and get your own account (does not cost) and will allow you to see all of additional training and take you step by step through the process of setting up your group.




2. Once you have signed up, you will receive an email confirming you have signed up for the Alpha materials.
3. Sign in again and you will be taken through a process of choosing the type of Alpha you will be doing. Adults will use the first option and youth groups will use the Youth Option.

Alpha Film Series

📅 10 Weeks 🏠 18 Sessions 🌐 Available in 4 languages ▼

The Alpha Film Series is designed for today's audience. It was filmed all around the world, and features interviews with world-famous leaders and inspiring stories. Two new hosts, Toby Flint and Gemma Hunt, join Nicky Gumbel to unpack the basics of the Christian faith in an updated and engaging way.

[Run this Series](#) [Learn More](#)




Alpha Youth Series

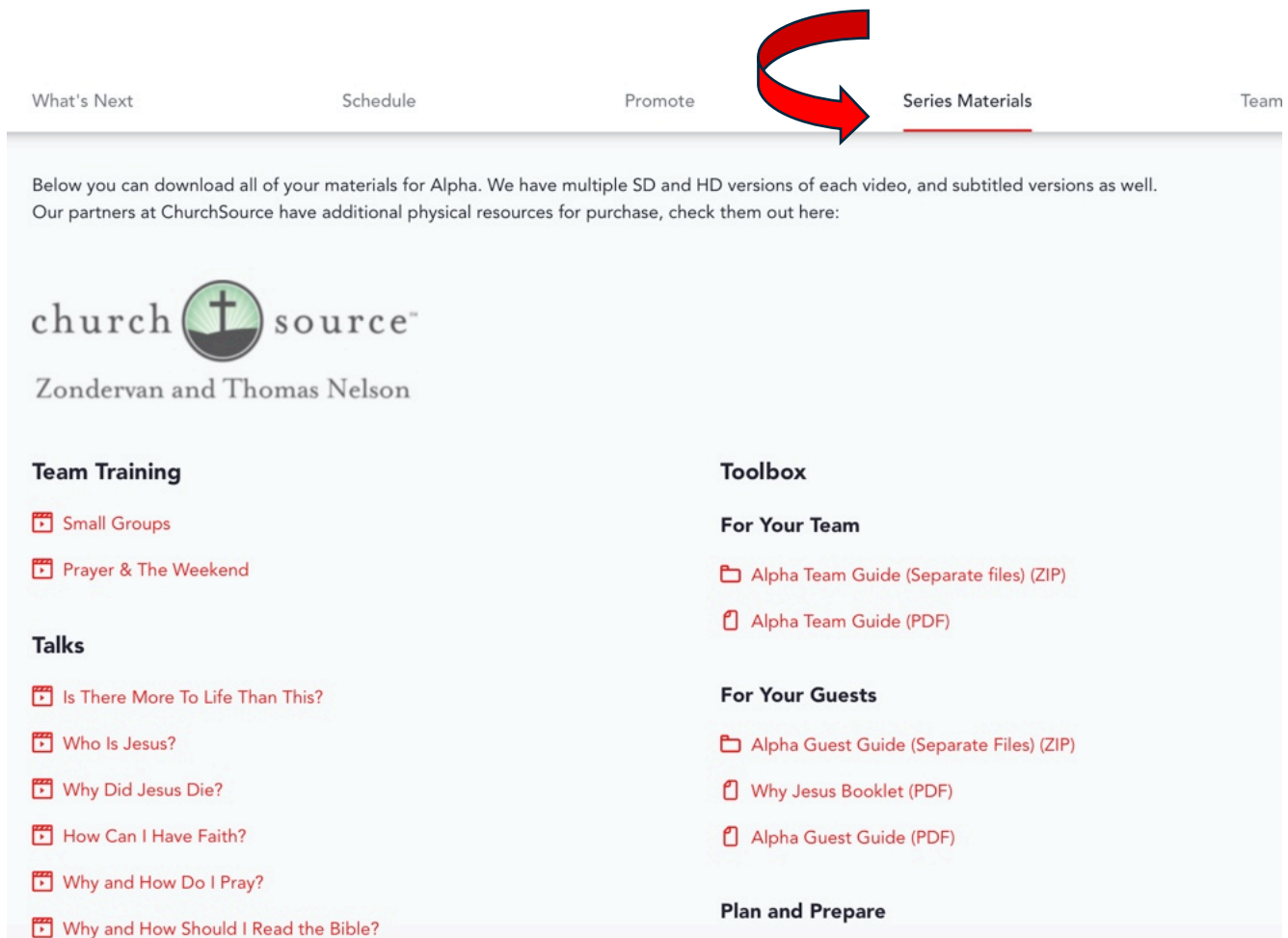
📅 8 Weeks 🏠 16 Sessions 🌐 Available in 3 languages ▼

Alpha Youth Series is designed to engage students in conversations about life, faith and Jesus. Discussion time is interspersed throughout the short talks to make it simpler for them to share their thoughts and questions.

[Run this Series](#) [Learn More](#)



4. Once you have chosen your series, you will be directed to a dashboard that will look like this. This has all that you will need for your 10 week series. (Note that we have a slightly different order for the 10 weeks. Refer to the order above)



++Lastly, go through the **Zoom** options training sheet and get your free Zoom application so to make it easy to log on as a group. Make sure your group also has their free zoom account!

If you have any further questions about Alpha that was not covered, please email me at bgerig@gracegathering.com or text me at 260-403-4363.

