

A Complete Guide To Alpha Online



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Three Simple Steps

1. **Schedule** a Zoom Meeting for Alpha Online
2. **Invite** Guests
3. **Host** a Zoom Meeting for Alpha Online

To Prepare

Register your Alpha <https://run.alpha.org.nz/>

Download the video for this week's Alpha or have the link to the video ready to go.

Copy and paste the questions from the Team Guide / Discussion Guide for this week's Alpha into a Google Doc / Word Doc / email etc. ready for you to paste into the chat window at the appropriate time.

Either create an account or login <https://zoom.us/>

Schedule a meeting

Select "My Account"

Select "Schedule a Meeting"

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic **MEETING TITLE**

Description (Optional) **MEETING DESCRIPTION**

When **SCHEDULE MEETING (CHOOSE RECURRING MEETING OPTION AND SELECT AMOUNT OF OCCURRENCES OR END DATE)**

Duration hr min

Time Zone

Recurring meeting: Every week on Mon, 8 occurrence(s)

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date occurrence(s)

Registration Required **LEAVE THESE UNSELECTED**

Meeting Password Require meeting password

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically

ADD THE EMAIL ADDRESS/S FOR OTHER HOSTS/HELPERS

Alternative Hosts

Send the Invitation to guests by sharing this link with them

Invite Attendees

Join URL: <https://zoom.us/j/294325712>

To Begin

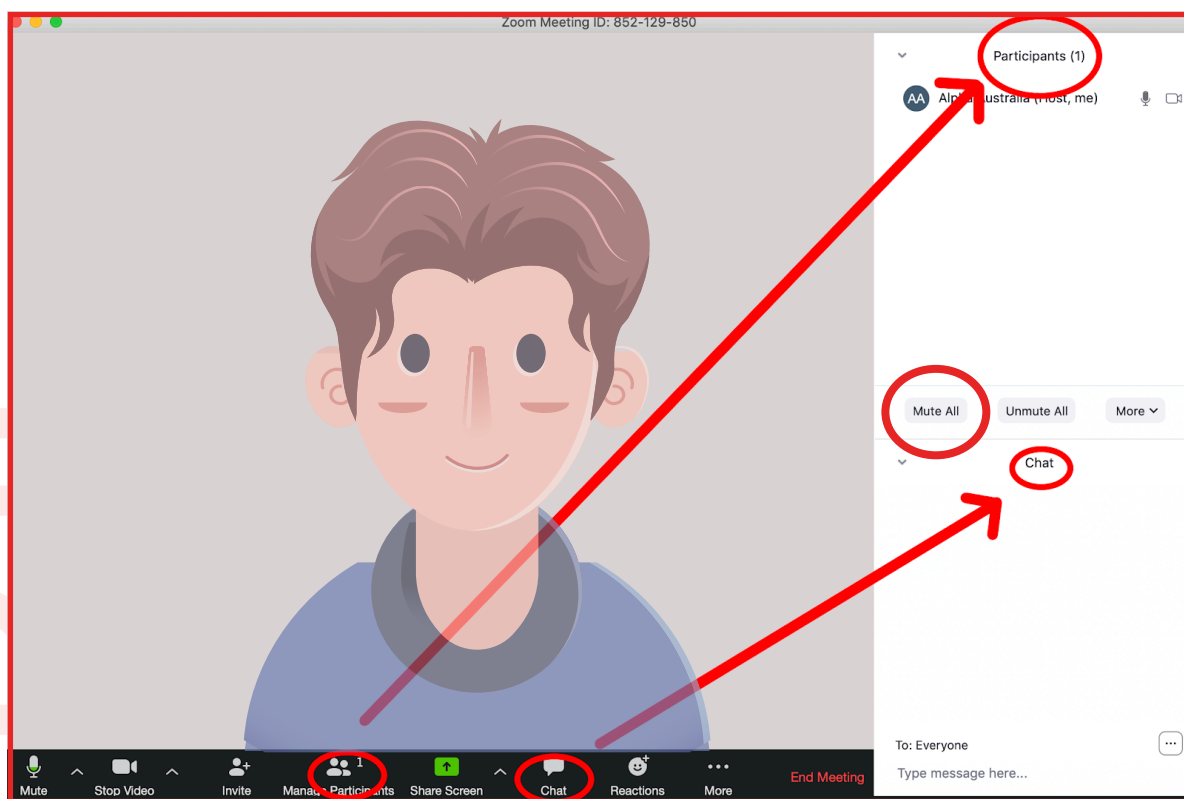
Open zoom using your meeting invite and begin the call

Wait for participants to join, engage in friendly conversation as guests join the call

Once everyone is on, explain the importance of muting

You can “mute all” as shown below

Open “Manage Participants” and “Chat” to get your window set up



Sharing the Video via Church Online / Youtube / Vimeo

Option 1

Add link to the chat if required

Send the correct password to the corresponding video if needed:

Example below ...

Episode 1: Is there more to life than this? **<no password>**

Episode 2: Who is Jesus? **<no password>**

Episode 3: Why did Jesus die? **logo**

Episode 4: How can I have faith? **paraglide**

Episode 5: Why and how do I pray? **assembly**

Episode 6: Why and I should read the bible? **connected**

Episode 7: How does God guide us? **choices**

Episode 8: Introduction to the Alpha Day/Weekend **train**

Episode 9: Who is the Holy Spirit? **kippers**

Episode 10: What does the Holy Spirit do? **mountains**

Episode 11: How can I be filled with the Holy Spirit? **deepest**

Episode 12: How can I make the most of the rest of my life? **lawrence**

Episode 13: How can I resist evil? **bruce**

Episode 14: Why and how should I tell others? **goodnews**

Episode 15: Does God heal today? **heal**


Episode 16: What about the church? **connect**

Ask all attendees to be on mute and watch the video.


Reconvene in 30 minutes for discussion

Alpha Film Series Videos

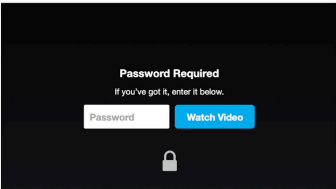
Whether you've missed a session or want to re-watch a particular topic, here are all the videos for you to watch anytime!



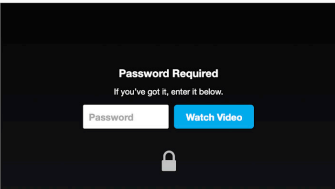
Episode 1: Is there more to life than this?



Episode 2: Who is Jesus?



Episode 3: Why did Jesus die?



Episode 4: How can I have faith?

Sharing the Video via Zoom

Option 2

Share screen

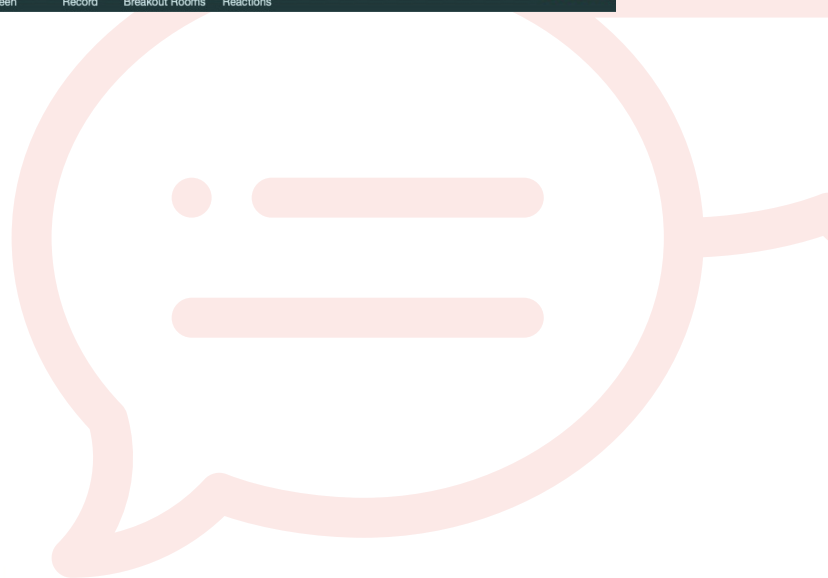
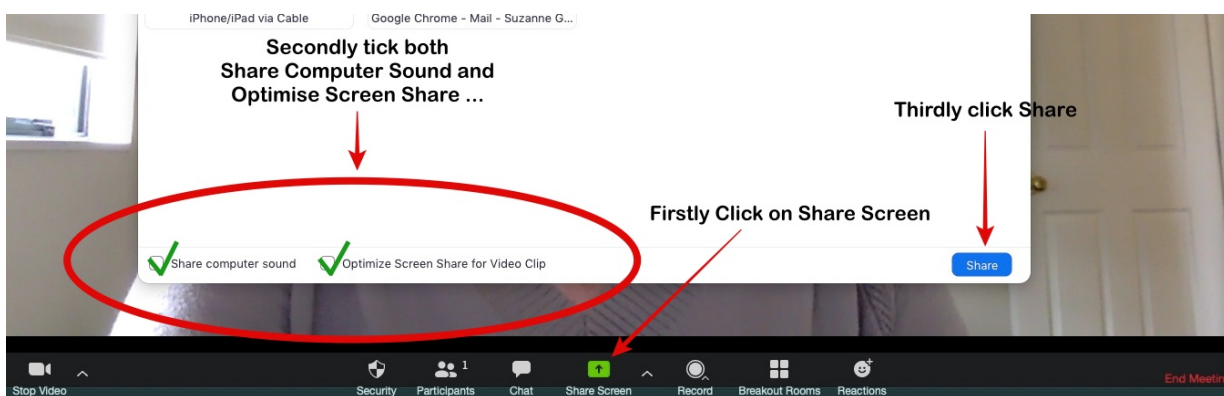
Select Alpha Video

Click the two buttons at the bottom (share computer sound /optimize screen share for video) then click Share

Tell participants to write in the chat if they are having trouble hearing the video

Mute all participants

Click stop share when finished



The Discussion

Copy and paste the discussion question into the chat window or pre-send the Guest Guide pdf to guests (available as a download under the Registered Alpha in MyAlpha / www.run.alpha.org.nz)

Facilitate the discussion if you have 1-8 participants

If you have more than 8 participants, use the Breakout room feature (or Whatsapp, texts, separate Zoom calls etc, this is based on user preference and depending on numbers).

When it is time to end the call, let participants say goodbye and leave the meeting first then end the meeting

Breakout Rooms

To enable the Breakout Room feature on your account: Sign into the Zoom web portal, click **Account Management**, Click **Account Settings**, Navigate to the **Breakout Room** option on the and select "on" and tick "**Allow host to assign participants to breakout rooms.**"

The image shows a Zoom meeting interface with a 'Breakout Rooms' window open. The window displays 'Assign 0 participants into 1 Rooms:'. Below this, there are radio buttons for 'Automatically' and 'Manually' (selected). A 'Create Breakout Rooms' button is at the bottom. A red circle highlights the 'Breakout Rooms' icon in the Zoom toolbar, labeled '1 SELECT BREAKOUT ROOMS'. Another red circle highlights the 'Rooms' dropdown menu, labeled '2 SELECT NUMBER OF ROOMS'. A third red circle highlights the 'Assign' button in the 'Breakout Room 1' window, labeled '3 ASSIGN GUESTS TO ROOMS'. A fourth red circle highlights the settings panel in the 'Breakout Room 1' window, labeled '4 ADJUST SETTINGS IF NEEDED'. The settings panel includes options like 'Move all participants into breakout rooms automatically', 'Allow participants to return to the main session at any time', 'Breakout rooms close automatically after: 30 minutes', 'Notify me when the time is up', and 'Countdown after closing breakout room' (checked).

The Alpha Weekend

We recommend:

Watch all three videos in one day

Include live or pre-recorded testimonies to create an authentic and personal environment

Make sure to add fun elements into the day! Surveys, games, humorous videos – the day should feel varied and creative

Create expectation. Share testimonies before the weekend

Consider using the Alpha Youth Series combined session: Spirit - who is the Holy Spirit and what does the Holy Spirit do? (24 mins) Share this with guests to watch on the Friday evening.

Sample Schedule

9.30 am	Welcome - discussion and questions about the Holy Spirit
9.45 am	Watch together - How can I be filled with the Spirit? (28 mins)
10.15 am	Invite guests to request prayer (via the chat)
10.30 am	Break for Morning tea
10.40 am	Watch together - How can I make the most of the rest of my life? (23 mins)
11.05 am	Discussion
11.25 am	Prayer and close



Prayer Ministry Options

After the talk, 'How can I be filled with the Holy Spirit?' have a short time of discussion. Those questions can be:

1. What do we learn about God from this session?
2. What do we learn about people?
3. Did you learn anything new?
4. What questions does this create for you?
5. What would you like to do after this session? (Would you like to be prayed for?)

Pray "Come Holy Spirit" for everyone in the group. Then offer individual prayer ministry from you and another Host or Helper after the call. You could even have people sign up for 15min sessions.

Though we cannot lay hands on people, all the same principles apply in prayer ministry online as they do on any other Alpha prayer experience.

Hosts & Helpers

The role of the host and helper during online Alpha doesn't change much. The group host may need to be a bit more energetic and dynamic than they are in person to help maintain energy within the group. They may also need to keep an eye on the chat window for any comments, etc., that come in that way. This platform may help those who are more reserved or a bit quieter to actually speak up and participate in discussion.

Helpers can also help moderate the chat window for those who may choose to participate that way. Some churches find that guests participating in online Alpha are willing to be more vulnerable and groups may delve into deeper conversation more quickly that they are otherwise used to.

Hospitality

Even though groups are meeting online, churches can still put a strong emphasis on hospitality.

Suggest that your guests prepare themselves their favourite beverage to enjoy during the call like a cup of tea or coffee, and some snacks. (Especially for the weekend sessions.)

Engage from the start: Make sure either the course host or group host is engaging right from the beginning of the online session – saying hello to people, asking questions, telling jokes. Avoid the silence and keep excitement and enthusiasm high.

Chat lots: Encourage hosts, helpers, and guests to utilise the chat functionality to comment and ask questions during the video as well as during discussion time when others are talking.

Logistics

Internet Connection: Make sure you have a strong internet connection. If possible, plug directly into an ethernet cable. If you are using wifi, a way to check your wifi speed is here: <https://www.speedtest.net/>

Short and Sweet: Churches have found that in an online format, people start to lose interest at around the one-hour mark. We recommend keeping the full session to around one hour.

Email more: In a digital setting, more communication is needed than usual:

Send weekly emails re-capping the talk and ask guests to share their thoughts via email. Include the link for the next session.

Check-in if someone missed a night.

Host Preparation

Be prepared: Hosting online is a different experience to hosting in person, make sure your team is ready by ensuring they have access to all video files, discussion questions, and fully understand Zoom.

Be aware: Churches have found that guests tend to feel more vulnerable online than in person. Prepare your hosts so they can expect this.

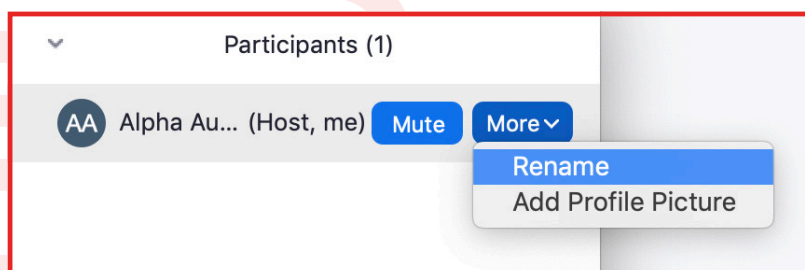
Zoom Etiquette

Ask all guests to be on video, not just audio

Ask all guests to join in a quiet environment if possible

Ask all guests to unmute during discussion (unless in a noisy setting). This allows for more organic, free flowing conversation

Have a host or helper rename participants in the “manage participants” section for those who are not being listed as their name. This makes it easier to assign participants to breakout rooms.



IceBreakers

Do you squeeze the toothpaste tube or roll it? What's the advantage of your method?

When was the last time you square-danced or line-danced? Rate your dancing ability on a scale of 1 to 10.

What's one fashion trend you hope never comes back? Which ones have come back that you wish hadn't?

What magic tricks do you know? Perform one now.

Do you have a collection? If so, what do you collect and why?

Are you more inclined to "build your own empire" or "unleash the potential of others"? Explain.

What's your preference: plane, train, boat, automobile, horse, or camel?

What was your favorite school break activity: bull rush, kickball, foursquare, hopscotch, freeze tag or jump rope?

What's your pick: hang glide, sky dive, bungee jump, hot air balloon, or kite?

What is one of your favorite souvenirs brought back from your travels? Where do you keep it?

What is your favorite bumper sticker or t-shirt slogan?

As a child, did you ever peek into a wrapped gift before you actually received it? Did you ever get caught? Explain the details.

What room in your house best reflects your personality? Why?

Who's the most famous person you've ever met? What famous person would you most like to meet?

What's your favorite kind of lollies?

What's the wackiest belief you held as a child?

Which movies have you watched over and over again?

What do you admire most about your best friend?

What items do you currently have stored in the boot of your car?

Are you an early bird or a night owl? Why?

Get Creative!



Offer a Uber Eats / YuGu / Order Meal gift voucher as a prize to one of your guests



Suggest every guest bring their favourite book to show and talk about for 1 minute



Hold a "best dressed" night or a night where you encourage everyone to wear the same colour or their favourite hat



Encourage your guests to fix themselves their favourite beverage before the call starts



At the end of the meeting, play a spotify song and have everyone "dance" off the screen before you end the meeting

If you have a suggestion for getting creative on Zoom, email office@alpha.org.nz