Into the Deep Online Program Fall 2020 Checklist Final

1. **Vicki**, on start of program, **make each mentor a co-host**. Assign people to their groups if this isn’t already done.
2. **Given the long download issues with Zoom, what is the best way to archive our recordings? We will save to the cloud or a personal computer and then transfer to our Vimeo account for archiving. Once this is set up, participants will find the videos listed on the** [**www.intothedeep/welcome**](http://www.intothedeep/welcome) **page. They will be give access to this page through the end of the 2020 and then the access to this page will be changed by Vicki. I believe Vicki may use the year or something relatively easy for us to remember.**
3. Bryan-welcome everyone and addresses business items.
4. Vicki-if participants have comments or questions during the talk, they can put them in the chat room.
5. The Chat Room will be monitored by mentors on a rotating basis. Mentors can address the comments or direct people to ask their questions in group. Participants who want to interact directly with the speaker may email the speaker afterwards using the ITD emails. We will not interrupt the lecture or experiential to address these comments or questions?
6. **Start recording here just before we pray.**
7. Opening prayer—Bryan asks a mentor to pray; this mentor will know on Monday morning that she/he is praying.
8. **Vicki, spotlight the speaker**
9. Speaker gives his/her presentation.
10. Start candle or another focal image and continue to Spotlight speaker who is presenting.
11. Speaker leads through the spiritual formation exercise
12. **Vicki stops recording at the end of the experiential exercise.**
13. Vicki sends people into groups for set amount of time. Each mentor dismisses her/his group. Tell people to sign out of the Zoom room.
14. Group outline suggestion – each mentor does his/her own questions based on the talk and spiritual exercise. The evening lecturer will also think of helpful questions to use in group dialogue.

For example:

* 1. Where did you sense God’s presence this evening?
	2. Where did you sense an invitation from God?
	3. What are you taking from the talk and the experiential?
	4. How do these things connect with your life and where God is growing you?
	5. Prayer
1. Mentors convene in the ITD Zoom room for a short debrief at 9:30 p.m.