

WCCM – BRITISH COLUMBIA / YUKON REGION - CANADA

DRAFT OF STANDARDS TO CONSIDER WHEN ORGANIZING VMM (Virtual Meditation Meetings)

The items below are “in progress” and subject to revision.

1. Two days previous VMM: A) Selection of at least 3 videos or recordings (not more than 15 min each) to decide which one is the appropriate for the coming meeting. B) Selection of the closing prayer and shared it with the Member who does the recording. She or he must submit the recorded prayer in advance to check quality etc. and eventually recording again.
2. One day previous VMM: Email to Group Members with meeting coordinates and outlining the meeting.
3. VMM day: 1) Run the VMM from a laptop or a desktop, never from a phone or a tablet (those devices are less flexibles in case of troubleshooting) 2) Start the meeting before enough to setup Members with connection problems. 3) Leave a cell phone line open to calls since audio could not work in ZOOM. 4) Put on Desktop screen the basic elements available for the moment when you share the screen. This is closing prayer recording, video or audio, any other element. 5) Keep accessible an Excel schedule with the list of members to keep track of presents and call the absentees if you have no news from them. 6) Keep a notebook and a pen on the side for quick notes 7) Tune up your relative position in front of the camera, the light and the background 8) Speak a little slower than normal and do not do sudden movements (the video image will jam) 9) At the end of meditation ask for comments 10) When everything is finished, before to close the whole session wait until at least 50 % of the members had left.
4. After the session, and the sooner the better, send an email with the comments and or conclusions of the meeting, new ideas, etc. – Encourage Members to email CC to ALL any news related to the group during the week –
5. Time to time report to the Parish where the Meditation Group belong to, making sure they know that WCCM do not stop during the pandemic, and invite them to participate.

Luis Zunino, May 10, 2020