

EFCI Small Group/Zone Guidelines – Special Edition - COVID-19 Outbreak

一旦政府宣佈疫情結束，這份規範理當跟著結束(無效)，取代的是愛恩教會小組聚會規範版本。Once the US government announces the end of disease outbreak emergency state, all small group please go back to the default regular EFCI small group guidelines.

Note: 小組/小組長也適用於團契、關懷區、團長/輔導/關懷區長 The term Small Group (SG) & Small Group Leader (SGL) also applies to the Fellowship, Shepherding Zone; Fellowship Chair, Zone Caring Leader, & Advisors.

A.為了增加小組網路聚會品質 Small Group Online Meeting Guidelines

1. 小組開始前，請所有組員把要處理的事情先處理好，專心聚會：小孩、寵物、家事、夫妻分工（輪流顧小孩？）、手機關靜音...等等。Before SG starts, please prepare in advance to minimize distraction during the meeting, for example: take care of your kids, pets, chores, silence cell phones, talk between spouse to decide how to rotate to take care of the kids if needed (rotate each week? Or rotate every 30 min? etc.)
2. 網路小組聚會時請所有組員把影像打開，讓大家能見到彼此，全程專心參與。All SG members should turn on their camera so everyone can see each other – to help everyone to focus and not double-tasking.
3. 請盡量安排全程參與聚會，非有必要，不中途離開 Please make the prior arrangement so you can join the full length of the online gathering.
4. 建議小組長先講好每次聚會的穿著 Dress Code，每次可以不同（有時可正式，可輕鬆）。We suggest small group leader to announce the dress code for each meeting (it can be different each time, sometimes more formal, sometimes more casual)
5. 請準時參加，在開始前 5-10 分鐘先登入，可以開始為聚會禱告 Join on time, join the online group 5-10 minutes before the starting time, may start to pray for the meeting.
6. 私下先以電話或其他方式，確認每個組員知道如何上網加入，幫助有需要幫忙的組員熟悉操作。Use phone or other communication, to make sure each SG member knows how to join the online meeting – provide the necessary help in advance.
7. 先把講義事先寄出，請大家先看過。聚會時也可做成 PPT，分享在螢幕上 (share screen)。Send out the outline or material in advance, have everyone read it first. It is also more effective if we make an PPT and share screen to everyone – so everyone can see the discussion question.
8. 可以不同方式敬拜讚美：朗誦經文？禱告讚美？開口感恩感謝？每個人感恩一件事？或先把歌詞寄出，由一人簡單領唱？若主持人網路播 youtube 歌曲，分享 screen 到 zoom 建議其他組員可以 mute 關掉自己的麥克風，組員各自邊聽邊唱，才不會影響 youtube 影片播放速度或是造成回音。Your group may choose to use different way to praise and worship: Reading out loud Bible verses? Praise with prayer? Giving Thanks? Taking turns to mention something you are grateful for? Send out lyrics first, have 1 person lead it? Or share screen youtube clip. (Note, if youtube, it's suggested that you ask others to mute their mic, to avoid slowing down the clip or creating echoes)
9. 聚會時，不要只談疫情，要有平衡的學習與查考聖經。During the meeting, do not just talk about the COVID-19 situation or update. We still need to have balanced study and discussion about the Bible.
10. 不需壓抑情緒，聚會時也可適當聆聽與安慰、代禱，別人發言時，應注意聆聽，不要任意打斷別人話語或插嘴。但若有某組員情緒上需要比較多的關注，鼓勵在聚會時間外私下關心，若需要或可鼓勵尋求專業幫助，在疫情期間大部分專業諮商師/心理醫師仍提供視訊幫助，可向牧師室詢問資訊。We do not want to suppress people's emotion or feeling. It is ok for people to express their emotion, the others also need to learn to listen, show empathy, care & comfort appropriately. Do not cut off others when others are sharing. If certain SG member has a lot more emotional need, SG leader/core can help to show caring outside of the SG time. If needed, can suggest to seek for professional help. Most of the therapist/psychologist still provide telemedicine during the lockdown. If you need any information, please seek help from the Pastoral office.
11. 避免針對某國、某政治人物、某政黨批評論斷。對於未經證實/證據的資訊，也請不要在聚會時或小組群組裡轉傳，組長應扮演好看守、管理角色。Avoid making aggressive / overly critical comments toward any specific nation, political leader, or political party. Do not share or post unchecked/unproven news or rumors during the meeting or in your SG chat group. SGL should be a good guardian managing this.

12. 不為上帝隨意發言，例如：這是上帝的懲罰之類的言論。盡量以同理心、正面，彼此建造。Do not speak for God, for example, something like: “this is a punishment from God!” We should use empathy, positive words, to edify each other.
13. 避免論斷任何教會會員/小組員：不論是疫情嚴重前就開始不來聚會的，或是現在不想線上聚會的，或是去參加別的教會或趁機換小組的，之後若疫情減緩但沒有回流聚會的，我們都不要論斷！Do not judge! We do not judge any member who stopped coming before the outbreak got serious, nor we judge anyone who stops showing up online, or anyone who switches to a different group or even a different church during this time, or anyone who will not come back after the disease pandemic is over.
14. 若有需要，可向牧師室詢問，代為牽線，找到專家以網路聚會方式提供需要的專題、專業知識。If there’s any need, you may ask the pastoral office to provide information on topics/speaker – to have online seminar to provide useful information for our SG members.

B.教會主日崇拜網路觀看 Sunday Service Live Stream Viewing

1. 小組長每週提醒組員，本主日愛恩教會網路觀看的網址，以及奉獻方法。SGL please remind your members the coming Sunday’s church sermon online streaming link & offering methods/website.
2. 鼓勵組員盡量每主日還是穿著整齊，在固定時間準時上網 live 收看主日崇拜，而不是週間自己找時間聽錄影的。Encourage all SG members to still dress up for the online message when it’s broadcasted on Sunday. (rather than finding time at your own convenience during the week)
3. 若組員覺得有需要，其他時間可自行上網聽不同教會的信息，但為了教導的統一與一貫性，建議主日時仍然看本教會的直播。SG members may go on different church’s website to listen to different messages during the week. However, for unity and continuity of church’s direction & teaching, we still encourage EFCI attendees to save Sunday service time slots for EFCI’s online message streaming.
4. 鼓勵組員在主日時可以用兩個不同的器材（例如一個電腦，一個手機），一面在家上網看主日崇拜直播，一面以另一個器材跟小組員一起（利用 Zoom or FB or Line），在不過份影響聽講道的情形下，彼此互動連結，讓小組員「一起」參與崇拜。We encourage the SG members may turn on 2 different devices, so they can have some bonding time with other SG members on the 2nd device while listening to the sermon with their 1st device. They can listen to the sermon “together” by interacting with each other, as long as it’s not overly distracting.
5. 信息結束後，可以組員一起在線上有簡短的彼此代禱。After the Sunday message streaming, SG members can do a quick online prayer for each other.

C.小組家規 Small Group Guidelines During the Pandemic

1. 各小組不要就停止聚會，改為網路聚會，盡量頻率不低於每個月一次。Do not stop gathering! Change physical meeting to online meeting, frequency no less than once per month.
2. 請弟兄姊妹不要私下聚集，所有探訪關懷改為線上、視訊。Please do not gather physically or visit each other, all the visitations should be done through Online/Facetime.
3. 所有教會小組、團契當週聚會時間、方式、進入的網址/連結、聯絡人與 email，會放在教會網站上方便新朋友及會友看到一覽表。請小組長每週記得更新！We will list all the church fellowship & SG gathering time, method, link to join for that week, contact person & email – on our church website, for everyone including newcomers to see. So SGL, please help to update each week!
4. 可以線上模式參加不同堂會、不同小組的聚會，也是好的教會合一/彼此認識，但在別的小組內聽到的比較私密的分享，嚴禁傳舌、論斷。非經當事人同意，絕不對外分享洩漏。You may join multiple SGs one week, joining different SGs / from different congregations – as this is a good opportunity for bonding and church unity. However, please do not judge or gossip anything you hear in other groups if the sharing was more personal. Unless approved by the person who shared it, do not pass the what you heard to others in the church.
5. 我們應積極邀請、關心已停止聚會的兄姐以及沒來過教會的社區、福音朋友，但請避免「搶羊」積極邀約已在別的教會聚會的基督徒。We should actively invite newcomers, non-Christians, and those who stopped coming to joining our group. However, do not try to actively invite those are already regularly attending another church.

6. 弟兄姊妹間，若彼此間互相買賣需用的物資，請賣家按原買進時的價格賣出，若不記得當時價錢，請參考現在超市或大型網站現在的價格（而非 Ebay 登私人買賣的抬高後的價格）。If you need to sell/purchase essential items during this time, the seller please sell it at cost. If you do not remember the cost, then please see what the major market /website's listing price for that item (NOT the private sites such as Ebay's price-gouging standard)
7. 仍然禁止趁機推銷、廣告自己的事業。更不可跟小組、教會內認識的人進行傳銷/直銷。若所經營的生意是提供疫情其間所必須的服務或物品，確實對組員有幫助，建議可放在自己的臉書或 Social Media，而不在小組聚會時進行有圖利嫌疑的商業行為。賣出物品時價錢請參看 C6. It is still prohibited to promote or advertise your own business. Do not introduce direct-sale business to anyone you met in small group or at church. If your business happens to provide an essential service or product needed by other members, we suggest you to promote on your own FB or social media, and not during the SG gathering. For price, please see guidelines in aforementioned C-6.
8. 若小組弟兄姊妹有經濟需要，避免彼此借貸。請向堂會牧師或長老反應實際需要，由教會審核後提供愛心幫助。若您有感動想私下奉獻給某兄姐，請預備自己心態，是無條件、無償的給予，也不影響日後的關係。此類奉獻教會也無立場開據奉獻收據。If someone has financial need, you should avoid borrowing money to him/her. You may notify the congregation's Pastor or Elder of the person's need, so the church may provide help after reviewing the situation. If you have a heart to donate to any individual in private, please prepare your heart to give unconditionally and do not expect to be paid back. Church will not provide any tax-deductible offering receipt for such donation.
9. 若有兄姐參與團購物資，請確認是可信任的貨源與人。是您個人的決定，並且教會/小組長不負擔責任。If people want to do group purchase, please confirm the seller and the source is legit. This should be your personal decision, releasing EFCI or SGL of any liability.

Approved by: EFC Irvine Pastoral Office & Elder Board

Updated: 3/24/2020 9:30pm