

Setting up the meeting

Disable Waiting room
Enable Mute on entry
Enable Share Screen for Only Host
Enable Chat by Host Only

Or for new or one-off meetings you may choose to Enable the Waiting room and Disable Mute on entry

[Licensed version only] personalise Waiting room with message:

Welcome to Group Lectio! We'll let you in shortly.
If you are a few minutes late, there may be a short delay, and please be aware that we might be having a period of silent pondering on the passage. Simply read the passage through slowly to yourself during the silence, and then join in the time of sharing that follows.

Before the meeting

Post the Gospel reading for the day in the chat. You can find it in the [Oremus Almanac](#). Click on the View tab, choose the date from the calendar, and it is the last reading under "Holy Communion". Click the red triangle to expand.

Waiting room – Let people in as they enter

Greet people as they arrive
Maintain a prayerful atmosphere with no chit-chat

The meeting

Once you think everyone is ready...

If there are any new people, introduce the structure of the session [in bold text] then...

[Mute everyone]

Short prayer and minute of recollection

Come Holy Spirit, we welcome your presence and guidance.

First read-through of the passage

Share a word or short phrase

Based on your order on my screen, I'll call on each of you to unmute yourself and share a word or phrase that has struck you. Simply share the word or phrase; do not comment either on your own or another's word. Anyone may 'pass' if they wish. [Start with an old hand. Thank each person. End with yourself.]

[Mute everyone]

Second read-through

Silent pondering of the passage

We'll now spend 5-10 minutes [depending on number of participants] in silence together pondering or sitting with the Word. [Possibly add] You may want to ask a question like: What gift does this passage lead me to ask from God? What does this passage call me to do? Listen first to the Spirit.

Third read-through

Share for a minute

You are each welcome now to share further. I'll again call on you each in turn to unmute yourself and share for a minute or two. Please be brief, and do not comment on what others have said. Others: please simply listen. [Start with an old hand. Thank each person. End with yourself.]

Pray for next person

Now we'll spend a couple of minutes praying silently for all the people on our screens.

Period of general sharing

Thank you. Would anyone now like to add to what they said, or respond to another's sharing? Please raise your hand to let me know you wish to speak.

[Could mention the section on the Cathedral website called [Explore Prayer](#) under the Worship & Music section, and that the Pastoral Care Team is available to be called upon.]

Close with the grace

And so let's end with the Grace. Please join in softly or with your microphone on mute.