Chapter 5: Advanced meeting topics

In the previous chapter we looked at how to create a basic meeting, add items to the order of service, add team members and send the meeting out to the team. In this chapter we're going to look at some of the more advanced things we can do with meetings.

Adding team members in groups

We've seen how to add individual team members to a meeting. If your music team is large enough to have teams, the process of adding team members can be streamlined even further.

In this example, we will assume we have four music teams; two teams for Sunday morning services, and two teams for Sunday evening services. Some team members will be in two groups. Below is the makeup of each team:

Role	Sunday Morning 1	Sunday Morning 2	Sunday Evening 1	Sunday Evening 2
Electric Guitar	Sam Bright		Sam Bright	Jeremy Smith
Saxaphone		Charles Goodfellow		Charles Goodfellow
Bass Guitar	Graeme Collins	Kyle Mackay	Graeme Collins	Kyle Mackay
Drums	Brad Seaforth	Steve Richards	Steve Richards	Brad Seaforth
Backup Vocals	Marilyn Peterson	Tom Phillips	Harley Thomas	Alexis Turrel
Acoustic Guitar	Andrew Pringle	Cameron Jones	Cameron Jones	Andrew Pringle
Piano	Adam Collins	Nick Rogers	Adam Collins	Nick Rogers
Sound desk	Jacob Richards	Andrew Doncourt	Nathan Harris	Scott Greg
Song leader	Peter Wilson	Robyn Harris	Robyn Harris	Peter Wilson

Notice that some team members are in multiple teams. When using groups, the preferred role of the contact will be the role they have in the team.

To set this up we first need to create some groups.

On the contact toolbar, click on the 💷 icon, and select "Add new group..."

Contact	
🎦 🔙 🗡	💽 - 🚩 🖹 💼 🚰 - 🍄 🛛 Backup vocals
First Name	Add new group
Surname	Turrel

Add grouping title
Group title
Apply group to:
Songs
<u>M</u> eetings
✓ Contacts
Resources
<u>O</u> K <u>C</u> ancel

This dialog allows us to add a new contact group. Enter the title of the group and click OK.

Add grouping title
Group title
Sunday Morning 1
Apply group to:
Songs
Meetings
✓ Contacts
Resources
<u>O</u> K <u>C</u> ancel

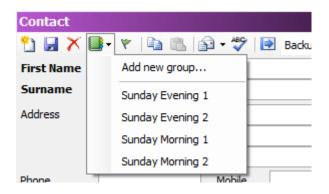
You should now see this.

Contact			
🎦 🖬 🗡	•	😤 - 😭 🔝 📭	Backup
First Name		Add new group	
Surname	~	Sunday Morning 1	
Address			

By default, when you add a group from the toolbar, it will be automatically added to the currently selected contact. If that's what you want, just leave it. But, if this contact isn't in this group, simply uncheck the group to remove them.

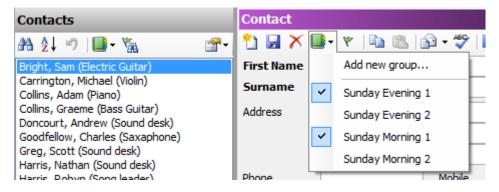
Contact		
🎦 🖬 🗙	📕 - 🕅 🗈 👘 - 🖏	🕈 📄 Backuj
First Name	Add new group	
Surname	Sunday Morning 1	
Address		_

When we've finished adding groups, the list will look like this:



Now we can go through the process of adding team members to the different groups by selecting each contact, and checking the groups they are in.

Starting with Sam Bright, he is in Sunday Morning 1 and Sunday Evening 1.



We continue to add all the team members to their respective groups.

Once complete we can check we have everyone in the correct teams by selecting the group in the contact list:

Contacts		Con
🗚 Žļ 🤊 📳 -	🐐 🚰 •	
Bright, Sam (El	All	irst
Carrington, Mic Collins, Adam (None	urr
Collins, Graeme Doncourt, And	Sunday Evening 1	ddr
Goodfellow, Cl	Sunday Evening 2	
Greg, Scott (So Harris, Nathan	Sunday Morning 1	
Harris, Robyn Jones, Camero	Sunday Morning 2	non
Mackay, Kyle (Bass (Guitar)	Email

If we select Sunday Morning 1 we see this:



Sunday Morning 2 looks like this:



Sunday Evening 1 looks like this:



And Sunday Evening 2 looks like this:



Now, when we want to add a team to the meeting, we click on the $rac{1}{2}$ icon in the contact toolbar.

Contact			
🎦 🖬 🗙 🕻	🕽 🔻 🥙 🖹 👔 🕈 💖 🔛 Electric Guitar	-	N 🎜 📕 🛛 -
First Name	Sam	\sim	Sunday Evening 1
Surname	Bright		Sunday Evening 2
Address	8 Beech Rd		Sunday Morning 1
			Sunday Morning 2
	mant plantand	_	NOW 0774

Then we click on the team we want to add.

Meeting Team			
07/12/2014 Su	nday Morning		
Electric Guitar Piano Bass Guitar Backup vocals Acoustic Guitar Sound desk Drums Song leader	Bright, Sam Collins, Adam Collins, Graeme Peterson, Marilyn Pringle, Andrew Richards, Jacob Seaforth, Brad Wilson, Peter	× × * *	

All our team members are added in one go.

Creating meeting templates

The process of adding order of service items to a meeting can also be streamlined. Quite often, a normal Sunday service will have a standard set of elements. For instance, there might always be a Welcome section, some announcements, a sermon, communion, and an offering. Rather than add those elements manually every time we create a Sunday morning meeting, we can create a meeting template.

First, we need to create a new meeting of the type we want to create a template for. So, if you want to create a template for a Sunday morning meeting, create a new Sunday morning meeting.

Meeting •	
🖞 🖌 🗶 🗗	/ 🗈 🛍 🜉 🖶 🍙 🗇 I -
Type of meeting	Sunday Morning 🗸 🗸
Meeting date	07/12/2014 🔲 🔻
Description	
Theme	
Bible reference	

Save the meeting (even if we won't be using the actual meeting) so we can add order of service items.

Then, add all the order of service items you want to appear in the template, and order them how you want them.

Meeting It	ems		
07/12/2014	Sunday Morning		•
Туре	(Unspecified)	~	
Description			
Welcome:			
Announcemer	nts:		
Sermon:			X
Communion:			×
Offering: Closing Praye	r		
Closing Praye	1		-
			1
			😭
			- 📕 🔰

Finally, click on the 🔜 icon and select "Save as template"



You will see a dialog saying the template was saved.

Template saved ×
Meeting template saved.
ОК

Now that the Sunday Morning template is saved, any time we create a Sunday morning meeting, the template will be applied.

Here, I've created a new meeting for December 14, and clicked on the save button.

Meeting			Meeting I	tems		
🔁 🖬 🗙 📑 🖞	۲ 🗈 🖺 🜉 🖶 😭 💖 🏾 -		14/12/2014	4 Sunday Morning		^
Type of meeting	Sunday Morning 🗸		Туре	~		
Meeting date	14/12/2014		Description]
Description			Welcome: Announceme	nte		
Theme			Sermon:	110.	×	ĩ.
Bible reference			Communion: Offering:		-	4
General Informati	n n		Closing Praye	er	-	_
		~				,
					1	_
					1	1

Notice that all the template items have appeared, in the order we specified in the template.

Using enhanced meeting features

For a lot of meetings, all you need is the order of service. For some meetings, though, you need to be able to calculate the time each segment takes, to ensure your service doesn't go overtime. For these meetings, CMO provides an "enhanced" mode.

To turn the enhanced mode on, click on the \Leftrightarrow symbol located in the meeting items toolbar.



After turning it on, an additional column, "Time", becomes visible. Now we can add a time amount for each item in the order of service.

When you select an item in the list, two dropdown buttons will be visible.

Meeting Items				
30/11/2014	4 Sunday Morning (God	l of Wonders) 🔺		
Туре	~			
Description				
Time	Item/Notes			
	Welcome:			
	ong: I sing the almighty p	ower of God		
	Song: To God be the glory			
	Song: Immortal, invisible			
l ,	needlees be or			

Clicking on the "Time" dropdown will display a time selection control.

Meeting Items					
30/11/201	14 Sunday Morning (God of Wonders) 🔺			
Туре	~				
Description					
	Item/Notes				
00:00:00	Welcome:	×			
	Song: I sing the almighty power of God	0			
	Song: To God be the glory	×			
	Song: Immortal, invisible				

The time selector allows you to select the hours, minutes and seconds that this item will take. Click on the up arrows to increase the values, and click on the down arrows to decrease the values.



Here, we've entered a value of 3 minutes for the "Welcome" item. Notice that a total time figure is visible at the bottom of the list.



Tip: Holding down the "Shift" key and clicking on the up or down arrows will increment that value by 10 instead of 1.

	Meeting I	Items	
	30/11/201	14 Sunday Morning (God of Wonders	;) 🔺
	Туре	~	
	Description		
	Time	Item/Notes	
	00:03:00	Welcome:	×
	00:03:30	Song: I sing the almighty power of God	^
	00:03:00	Song: To God be the glory	X
	00:04:00	Song: Immortal, invisible	
	00:02:30	Reading: Ps 96	-
	00:25:00	Sermon: Bill Hader	
	00:04:00	Song: O the deep, deep love of Jesus	- 🍫 -
	00:04:00	Song: When I survey	-
	00:15:00	Communion:	1
	00:10:00	Offering:	3
	00:04:00	Song: Guide me, O Thou great Jehovah	M
	00:03:00	Announcements:	
	01:21:00		
1			

Using this method we can add time values for all the elements.

We've now added time values to all the elements, coming up with a total time of 1 hour and 21 minutes.

We can also add some additional text to each item, things like planner notes, or special instructions. Clicking on the other dropdown button brings up a text box.

Meeting	Items	
30/11/20	14 Sunday Morning (God of Wonders	5) 🔺
Туре	~	
Description		
Time	Item/Notes	
00:03:00	Welcome:	×
00:03:30	Song: I sing the almighty power of God	\mathbf{C}
00:03:00	Song: To God be the glory Song: Immortal, invisible	×
00:02:30	Reading: Ps 96	
00:25:00	To be read by Karen Wilson	
00:04:00	Song: U the deep, deep love of Jesús Song: When I survey	-
00:15:00	Communion:	*
00:10:00	Offering:	
00:04:00	Song: Guide me, O Thou great Jehovah	W.
00:03:00	Announcements:	
01:21:00		NR -
		-

In this example, we're adding some additional text to the reading item, indicating who will be doing the reading.

Click on the dropdown button again, or anywhere else, and the text will be added.

Meeting	Items	
30/11/201	14 Sunday Morning (God of Wonders	5) 🔺
Туре	×	
Description		
Time	Item/Notes	
00:03:00	Welcome:	~
00:03:30	Song: I sing the almighty power of God	^
00:03:00	Song: To God be the glory	×
00:04:00	Song: Immortal, invisible Reading: Ps 96	
00:02:30	To be read by Karen Wilson	-
00:25:00	Sermon: Bill Hader	-
00:04:00	Song: O the deep, deep love of Jesus	
00:04:00	Song: When I survey	1
00:15:00	Communion:	-
00:10:00	Offering:	
00:04:00	Song: Guide me, O Thou great Jehovah Announcements:	
00:03:00	Announcements:	
01:21:00		NG -
		No. of Concession, Name

Preset item times

It's fairly simple to enter times for each of the items in an order of service, but we can also preset these values to make this job even easier.

Go to the "Admin \rightarrow Meeting Item Types..." menu to display the Meeting Item Types Administration window.

27 N	leeting Item T	уре –	
	1		— .
	Description 🔺	Default timing	
	(Unspecified)		X
	Announcements		× ×
	Communion		· ·
	Custom Mess		
	Item		
	Media		
	Offering		
	PowerPoint		
	Reading		
	Sermon		
	Skit/Play		
	Song		
	Welcome		
*			
		OK	Cancel

On this dialog we can enter the default time for each of the different item types we use. Click twice in the "Default timing" column to display the time selector, and enter a time value for each of items.

& N	leeting Item T	уре — 🗖	×
	Description 🔺	Default timing	-
	(Unspecified)		X
	Announcements	00:03:00	
	Communion	00:15:00	^
	Custom Mess		
	Item		
	Media		
	Offering	00:10:00	
	PowerPoint		
	Reading	00:03:00	
	Sermon	00:30:00	
	Skit/Play		
	Song	00:04:00	
•	Welcome	00:03:00	
*			
		<u>O</u> K <u>C</u> a	ncel

Notice that we have also put in a default time for songs. This will be the default time allocated to a song that doesn't have a specific timing value entered.

Lyrics		
OHD Ordering		
Timing	00:00:00	
Lyrics	● Edit ○ View	
Abide with me, fast falls the even The darkness dee		^

Now that we have default timing, the next time we add those items to a meeting, the default times will be applied.

Meeting Items				
07/12/201	14 Sunday Morning	•		
Туре	¥			
Description				
Time	Item/Notes			
00:03:00 🔻		×		
00:03:00	Announcements:	0		
00:03:00	Reading:	×		
00:30:00	Sermon: Communion:			
00:15:00	Offering:	-		
00.10.00	onching.	•		
		1		
		😭		
01:06:00		- 🔜		



Note: If you created a meeting template before you added the default time values, meetings created from that template will not contain the time values. To include the time values in the template, recreate the template after the default time values have been set. Also, if the default time for an item is changed, and that item is part of a template, the template will need to be recreated with the new timing value set.

Summary

In this chapter we've looked at using groups to streamline adding team members to a meeting, using meeting templates to streamline the order of service process, and using enhanced meetings.