



Spiritual Mentorship Video Calls Best Practices

Zoom, FaceTime, and Microsoft Teams are several of many options available for Spiritual Mentorship video calls. This sheet is intended to help make your experiences seamless so you can focus on your conversations. The goal of our meetings is to provide spiritual formation promoting growth in holiness, virtue and a deeper prayer life according to Catholic Tradition. All conversations and discussions are for this purpose and will remain confidential.

Environment and Camera Settings

- Arrange for your session to be in a quiet, private room or closed office outside of distractions, including children and pets so it is just you and your mentee/mentor.
- Have a clean background that is neutral and/or free of clutter, etc.
- You can check your camera range by reversing the camera to “selfie” mode for a quick check. You may want to use the same spot for every meeting.
- Make sure you have good lighting in your room so your mentor/mentee can see your face.
- Use a prop or stand if using a phone or tablet and have your camera at eye level.
- Dress appropriately for your call.
- Be on time and prepared.

Additional Tips to Share with Your Mentee

- Please arrange to call from an office or room closed off from outside distractions or interruptions during the meeting.
- If you have children, it is a good idea for you to discuss this meeting with your children ahead of time. Explain that this meeting is important and that they will need to wait until after our meeting unless it is urgent.
- Some of the tips from above could also be used by the mentee.
- Be yourself and have fun. This is the beginning of a wonderful spiritual journey!

Video Connection

- Find out what platform or app your mentee is comfortable with and use their preferred method of connection or see if he/she is comfortable with your preferred method.

- Test your technology beforehand – we recommend a laptop, desktop, or tablet/iPad rather than a phone for a session. You will want to ensure a good Wi-Fi/Internet connection. Sometimes this means being in an area of your home that has the strongest connection or hard-wired. Suggest your mentee do the same.
- Make sure to have high-quality video and audio.
- If you want to use FaceTime but a mentee does not have an Apple device, you can use a link: <https://support.apple.com/en-us/HT212619>
- To prevent interruptions during your session with calls or texts messages, put your device on “Do Not Disturb” mode. Please refer to instructions below.

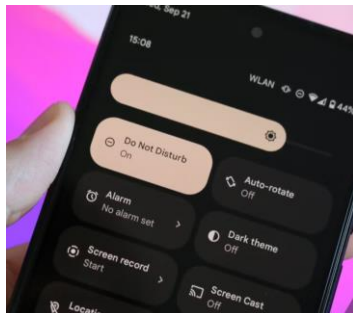
Do Not Disturb Phone Instructions



iPhone

Use Control Center to turn Do Not Disturb on or off.

1. Swipe down from the top of your Home Screen to open the Control Center.
2. Tap the Focus button where the Do Not Disturb Crescent moon appears. If there is no moon icon, Do Not Disturb is currently turned off.



Android

Use Quick Settings to access Do Not Disturb.

1. Swipe down to view your notifications area.
2. Swipe down again to see more quick settings.
3. Tap on the Do Not Disturb button.
4. Tap on the pencil icon if you don't see Do Not Disturb button.
5. Once found, tap and hold Do Not Disturb button, without letting go, drag it to the active titles above.
6. Now Do Not Disturb will be active in quick toggles.