Community Driven Streaming & Digital Ministry in the Time of COVID-19
Updated 1/29/21

Project Overview:
To provide video production equipment to sixteen (16) parishes throughout Arizona. It will enable parishes to stream worship services, perform pastoral care and outreach and stream special events via the internet to members who are restricted from attending in-person due to COVID-19 and longer term to our parish's large retirement population.

Grant Fund Recipients:

Small Suburban Congregations:
St. James the Apostle Episcopal Church, Tempe, AZ
The Episcopal Church of the Apostles, Oro Valley, AZ

Rural Congregations:
St. Alban's Episcopal Church, Wickenburg, AZ
St. Peter's Episcopal Church, Casa Grande, AZ
St. John's Episcopal Church, Bisbee, AZ
St. Stephen's Episcopal Church, Douglas, AZ
All Saints Episcopal Church, Safford, AZ
Saints Philip and James Episcopal Church, Morenci, AZ
St. Paul's Episcopal Church, Tombstone, AZ
St. Raphael in the Valley Episcopal Lutheran Church, Benson, AZ
Trinity Episcopal Church, Kingman, AZ
St. Luke's of the Mountain Episcopal Church, Phoenix, AZ
St. Stephen's Episcopal Church, Sierra Vista, AZ
St. Andrew's Episcopal Church, Glendale, AZ
Grace Episcopal Church, Lake Havasu City, AZ
St. Andrew's Episcopal Church, Nogales, AZ

Key Milestones:
- 10/12/20 – Robin and Mary were notified by the UTO Board that we were awarded UTO grant funds
- 10/20/20 – Bishop Reddall requested funds from the UTO Staff Officer
- 12/21/20 – St. James received funds from UTO
- By 2/5/21 – St. James receives funds ($100/each) from 14 rural congregations
- By 6/1/21 – St. James provides a mid-year report (with the assistance of all congregations)
- By 12/1/21 – St. James submits final report and accounting (with the assistance of all congregations)

Project Plan:
NOTE: Dates highlighted in yellow are complete

Task	Description/Details	Due Date	Lead(s)
Receive award notification from UTO and	Send award notification to recipient congregations; send note to Bishop outlining what next steps are required from the Diocese in order to receive funds	10/12/20	Mary Hovden

Task	Description/Details	Due Date	Lead(s)
communicate status			
Meet with recipient team	Meet via Zoom to discuss project plan and agree upon next steps	10/20/20	Mary Hovden
Request funds from UTO	Submit request to UTO for funds ($24,873) via process defined by UTO Board	10/20/20	Bishop Reddall, Mary Hovden
Set up sub-account at credit union	Set-up UTO 2021 Grant sub-account at Interfaith Federal Credit Union (St. James bank) so we can track and report expenditures	10/23/20	Diana Bowie
Write and submit story for *AZ Episcopalian*	Write story for the *AZ Episcopalian* including overview of effort and names of original recipients; submit press release	11/1/20	Mary Hovden
Develop UTO grant user's website	Develop a website that contains all resources, tools, information, etc. for recipient congregations and for others that may need assistance with developing their streaming installation	12/18/20	Mary Hovden in partnership with Nick Spence
Develop shopping lists	Develop shopping lists for small and rural installations	12/18/20	Mary Hovden & Nick Spence
Receive funds from UTO	Deposit check from UTO in new sub-account	12/21/20	Diana Bowie
Share photos and best practices	Create a forum where UTO grant fund recipient congregations can share streaming and digital ministry best practices, lessons learned, photos and videos – via UTO grant user's website and/or other communication vehicles	12/31/20	Nick Spence & Mary Hovden in partnership with all 16 parishes
Provide ongoing support	Develop and communicate a process for how rural congregations can ask for and receive ongoing support – via phone, email, Zoom, UTO grant user's website	12/31/20	Nick Spence & Mary Hovden
Add additional congregations to scope	Due to cost savings, add additional congregations to scope of grant; get buy-in support from the Bishop, meet with each congregation and get their input on hardware needs	1/10/21	Robin Hollis, Mary Hovden and Nick Spence in partnership with Bishop Reddall and leads from 3 added parishes
Order equipment	Order equipment (as specified in UTO Grant Application Budget) for all congregations	1/10/21	Nick Spence
Receive, test, sort and package equipment	Receive and assemble equipment into kits; include details of how to install and effectively utilize equipment (see UTO	1/15/21	Nick Spence

UTO 2021 Grant – Project Plan
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Task	Description/Details	Due Date	Lead(s)
	grant funds recipient website); one kit for each congregation		
Finalize logistics of delivering & receiving kits	Determine where, when and how to deliver and/or pick-up kits	1/28/21	Nick Spence & Mary Hovden in partnership with leads at rural parishes
Prepare for installation	Prior to all installations, ensure that items/conditions listed on the bottom of this page are in-place	1/31/21	Nick Spence & Mary Hovden in partnership with specified contact at each parish
Receive funds from rural congregations	Deposit checks from each rural congregation in new sub-account	By 2/5/21	Diana Bowie
Write and submit second story for *AZ Episcopalian*	Write story for the *AZ Episcopalian* including implementation photos and best practices.	By 4/1/21	Mary Hovden
Develop mid-year report	Provide UTO Board a brief narrative for use on social media with photos and/or video – see detailed instructions	By 6/1/21	Mary Hovden in partnership with all parishes
Develop final report	Based on required UTO format, develop and submit a report showing an accounting of how and when funds were allocated and utilized	By 12/1/21	Mary Hovden in partnership with all parishes
Provide support to UTO	Continue to pray for and support financially the UTO	Ongoing	All parishes

Prior to installation of streaming equipment:
- Each receiving congregation should have an internet connectivity plan and test it. If you are using your local internet, you should:
  - Confirm that your internet plan has enough bandwidth. If the live stream will be the only user at the time, then you need at least 5mbps upstream. If there will be other users, you will need a more in-depth plan and probably need a higher upstream bandwidth. You need to check that the location where you want to use the camera has good Wi-Fi coverage.
  - You will need to know the password to your Wi-Fi router.
- If you are planning to use a cell phone to connect to the internet over cellular (which is only recommended if there is no local Wi-Fi) you should:
  - Confirm that it has a sufficiently high quality in the location where the camera will be used.
  - Confirm your cellphone data plan pricing and data limits.
- In all cases you should run an internet speed test to confirm the connection bandwidth. On both a PC and a phone you can use fast.com to get the download speed, then press the 'Show more info' button to get the upstream speed.