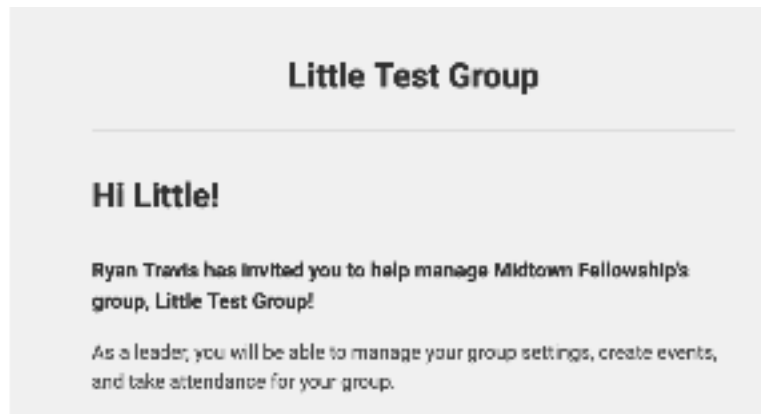


PLANNING CENTER GROUPS LEADER MANUAL

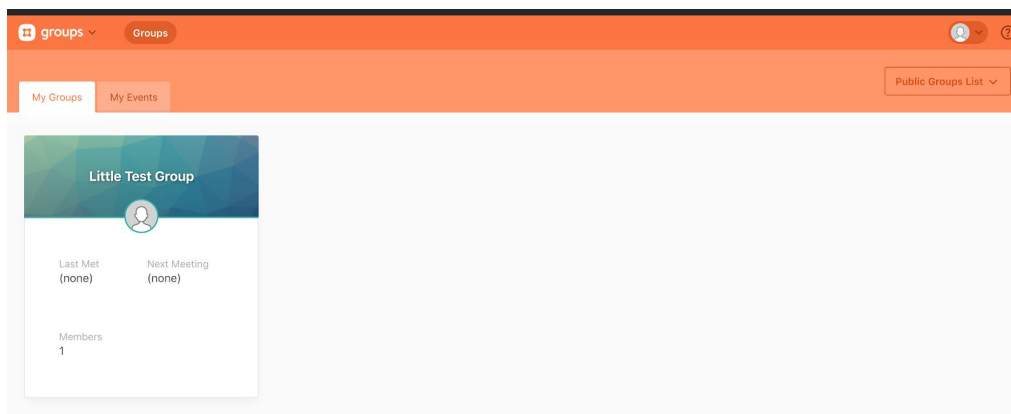
Everything you need to know to manage your Midtown Discipleship Group.

I. SET UP YOUR ACCOUNT

1. You should have received an email like the one below inviting you to set up your Planning Center Groups page. *(If you have not received this email, reach out to groups@midtownfellowship.org. We may have an outdated email address on file)*



2. To access you will need Username and Password. Use the email you were contacted by and follow the link by clicking the button titled **"Go to .. Groups"** to set up your account! This will take you through a brief authentication process.
3. Spend a few minutes reviewing the **"Helpful Links"** at the bottom of the email. This will give you an overview of all Planning Center Groups functions. You can view this info anytime at <https://pcogroups.zendesk.com/hc/en-us>.

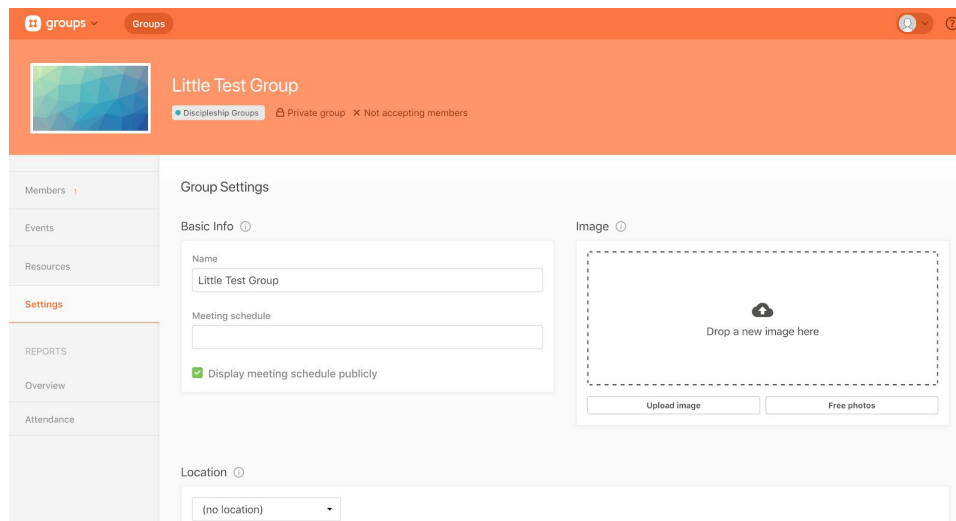


II. YOUR GROUP PROFILE

*Look at you! You have your Groups Leader page now! And what's even better is that your members will also be able to access the Group's page **via the ChurchCenter App**, where they can message the groups, see contacts, dates/times, locations, and even additional resources!*

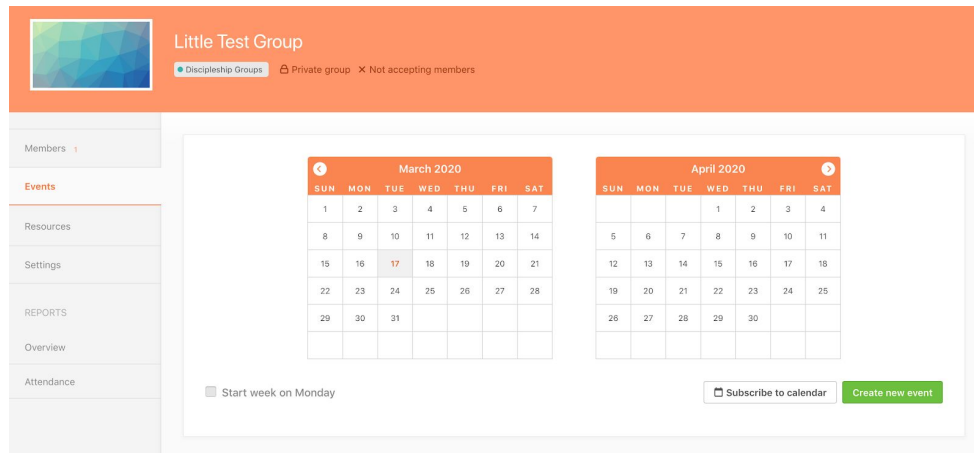
As a leader, you are responsible for your profile, as well as for managing your Group profile. Please familiarize yourself with the details below that are needed for each field of your profile. We'd love for you to add a photo of yourself for your profile, and a Group photo for your Group profile!

- Once logged in, go click on your Group's page and click the **"Settings"** tab. Make sure your Group **meeting location** is up to date. People will see the general area of your location online when looking for a group. Your Location can also be the Zoom link you are using to meet virtually (*this will be accessible at all times to members in the ChurchCenter App*).



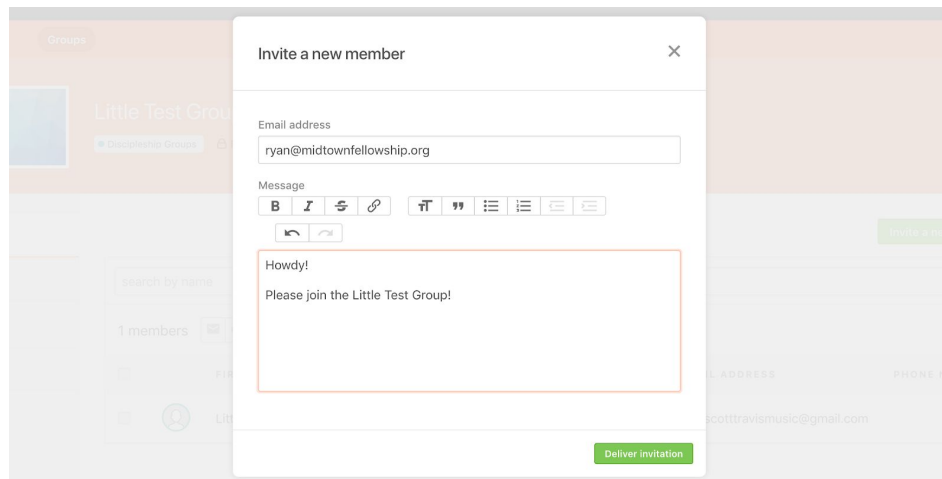
The screenshot shows the 'Group Settings' page for a group named 'Little Test Group'. The page has an orange header with the group name and a profile picture placeholder. Below the header, there are three tabs: 'Members', 'Events', and 'Resources'. The 'Settings' tab is selected and highlighted in orange. Under 'Settings', there are three sections: 'Basic Info', 'Image', and 'Location'. The 'Basic Info' section has a 'Name' field with 'Little Test Group' entered, a 'Meeting schedule' field, and a checked checkbox for 'Display meeting schedule publicly'. The 'Image' section has a dashed box for a profile picture with the text 'Drop a new image here' and two buttons: 'Upload image' and 'Free photos'. The 'Location' section has a dropdown menu currently set to '(no location)'. On the left side of the page, there is a sidebar with a 'REPORTS' section containing 'Overview' and 'Attendance' links.

- Under **"Contact Person,"** please set an email that notifications on prospective members will contact you by. Then enter a brief Group description that will be visible to those making contact.
- Upload a friendly photo** of you and/or your Group!
- Click the **"Events"** tab. Select the **"Create New Event"** button and title your event name **"Weekly Meeting"**. Set the event to **repeat weekly** and make sure the **time** and **start/end dates** are correct; along with the current **location**.

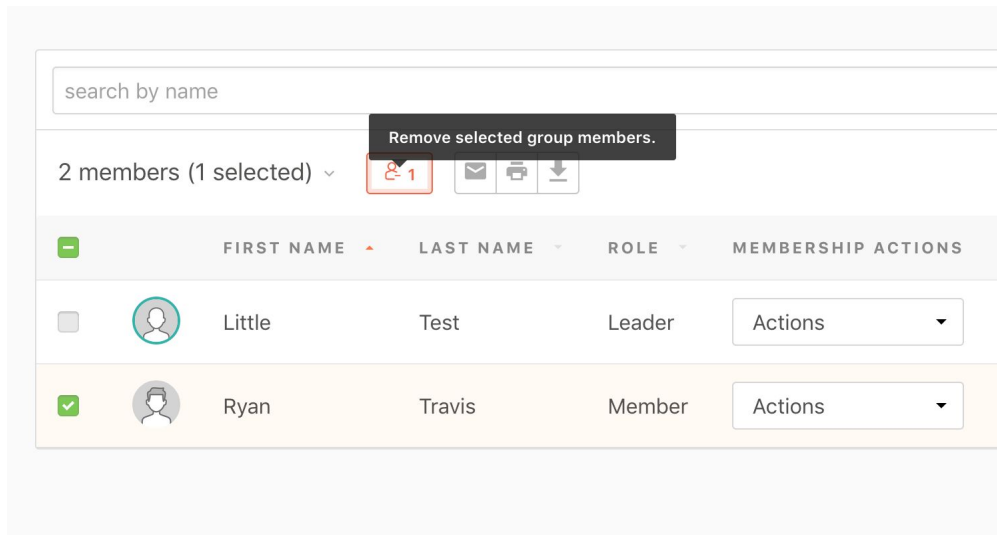


III. UPDATING YOUR ROSTER

1. Before the beginning of each Discipleship Group season, we ask that you make sure your roster is up to date.
 - a. EXISTING GROUPS: Update your roster to reflect any changes since the spring.
 - b. NEW GROUPS: Add any people you have confirmed that will be joining your group.
2. To manually add a new person, Under the “**Members**” tab, click the “**Invite a New Member**” button which will open a window allowing you to invite the individual via email to your Groups. Feel free to add a personal message!



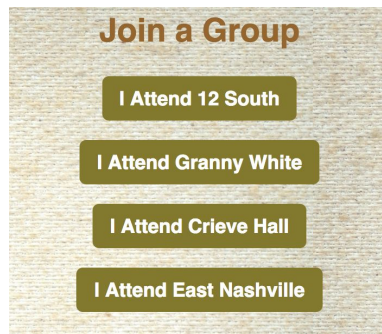
3. If someone has branched to start a new Discipleship Group or is leaving the Group for any reason, remove them by selecting them in the “**Member**” tab and clicking the “*Remove selected group members*” icon.



Helpful Hint: Removing someone from your group will “Archive” them, and they’ll still be visible as a previous group member. You can add them back at any time if they would like to rejoin your group.

IV. SIGN-UPS + ACCEPTING/DECLINING NEW GROUP MEMBERS

1. Anyone looking to sign up for one of Midtown’s Discipleship Groups can be directed to midtownfellowship.org/discipleship/discipleship-groups/ where they will click on the button for their respective congregation to access Midtown’s Group finder





2. Here, they can view open groups in a map or list format, toggling by type.

Discipleship Groups are relational gatherings of 4-16 people who are committed as a community to maturing in Christ together. Discipleship Groups use intentionally-designed discussion that is centered on God's word and facilitated by a trained leader as a building block toward maturity.


Q HIDE MAP

Type Congregation: East ... Regularity





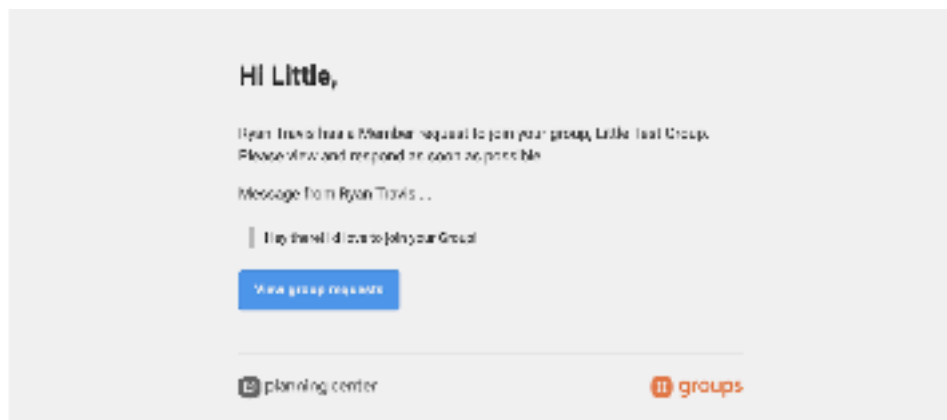
Little Test Group
Mondays at 7PM! Open



Spilker Group
Weekly on Mondays at 7:30pm Open

3. When viewing a Group they would like to join, a prospect can click the **“Join This Group Button”** button and contact the Group’s Leader (email is sent to previously set “Contact Person”).

4. When someone signs up to join your Group, you’ll receive an email letting you know, and asking you to view Group requests.



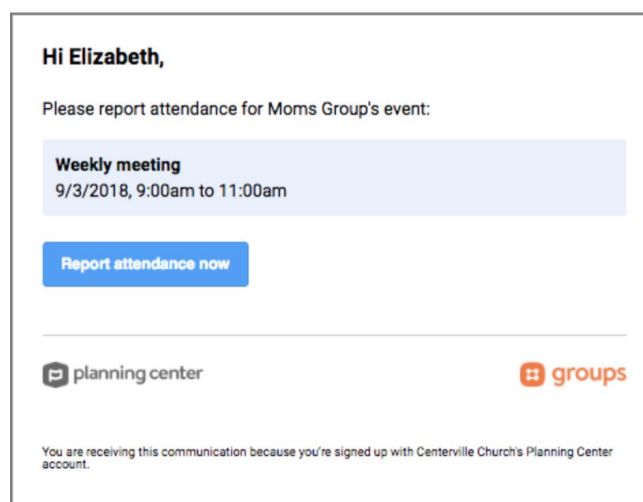
5. **“ADD MEMBER”**: When you click accept, the prospect instantly becomes a member of your Group and they are sent an email notification that will begin authenticating their ChurchCenter profile (if they do not already have one). You can also add a personal note welcoming them! When they download the ChurchCenter App, members will be able to message the Group, view meeting times, locations, contacts, and available resources.



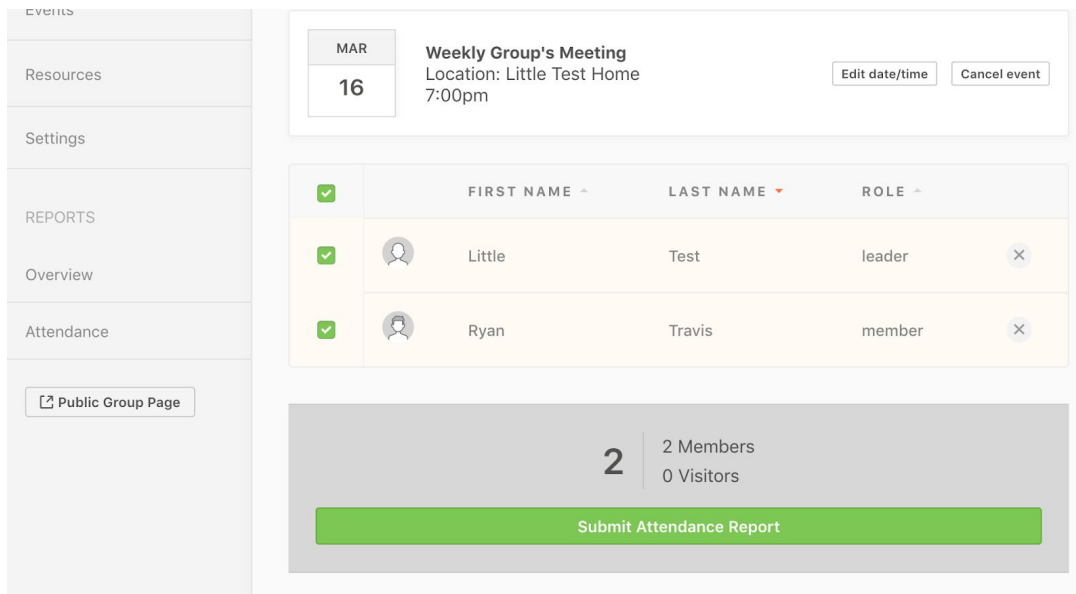
6. **“DON’T ADD TO GROUP”**: When you click the decline button, the prospect will receive an email notifying them. Here you also have the additional option of adding a personal note (i.e. “so sorry! We’re full for the semester!”).

V. ATTENDANCE

1. Each week, you will receive an email prompting you to take attendance after your group meeting. It only takes a minute!



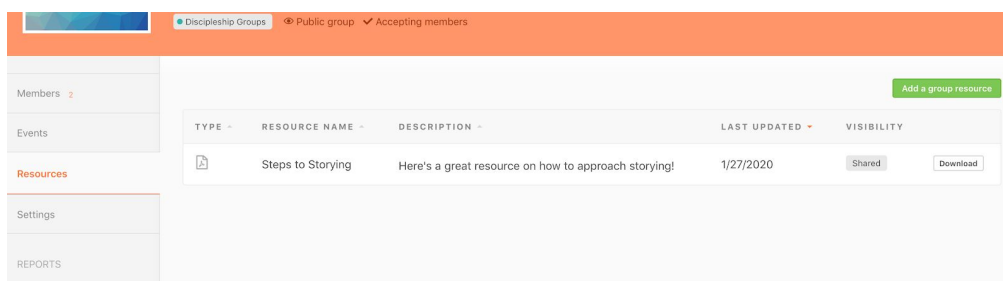
2. In the **“Attendance”** tab, simply uncheck anyone on your roster who did not attend and add any visitors that came.



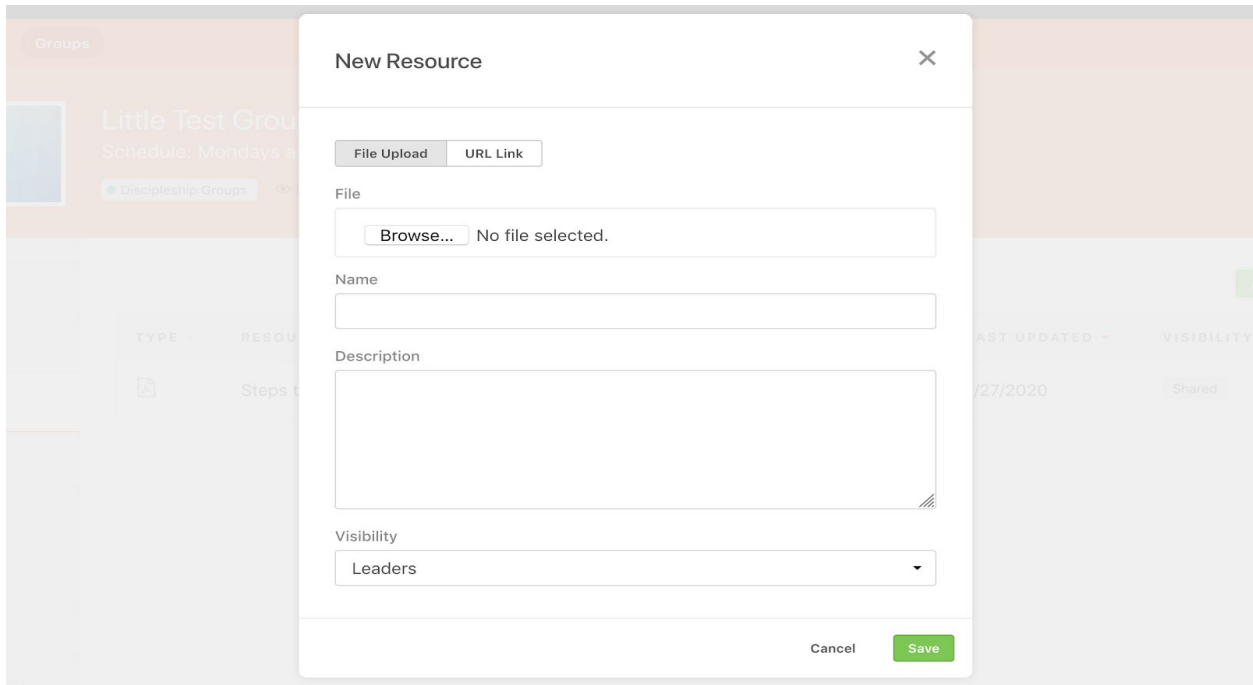
4. If you made a mistake, you can edit your attendance report at any time by visiting the **“Attendance”** tab in Your Group Leader page menu.

VI. RESOURCES

1. If you find yourself wanting to share a link or a file with your fellow Group members or even just the leaders, click the **“Resources”** tab and the **“Add a group resource”** button.

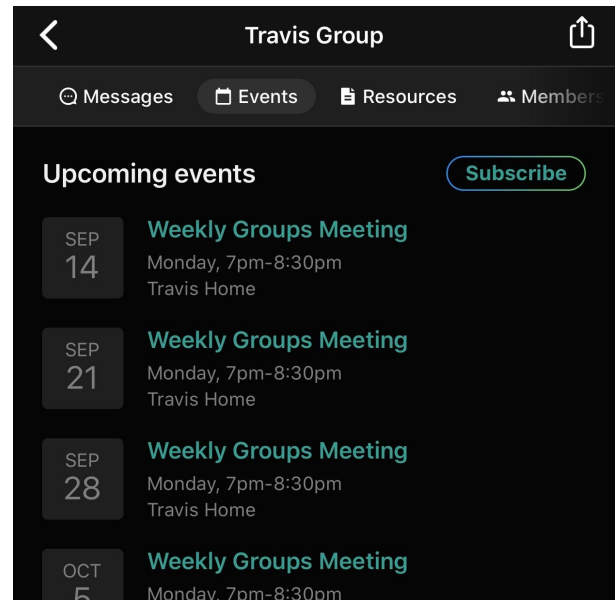


2. There you can select your file or URL, name your resource, and determine the visibility of the new resource. If the visibility is set to include members they will be able to access it in the Group's ChurchCenter page! What is Church Center you ask?



VII. ChurchCenter App

1. In your phone's app store, you will find the ChurchCenter App. This is an app that can be downloaded by any attendee at Midtown that gives them the ability to **register** for events, **check-in** at Kidtown, and interact with their **Discipleship Group**.
2. In the Groups section, Members will be able to **view meeting times and locations**—including a link if the Group is meeting virtually. Leaders and members can also **message the group directly** and view its **roster contacts** right on the app!



3. This is a fantastic tool and we encourage you as a leader to use this app as a way to keep your Group connected!

ADDITIONAL RESOURCE VIDEOS:

1. [Setting Up a New Groups Account](#)
2. [Permissions and Roles](#)
3. [Introduction to Groups for Leaders](#)
4. [Helping Members Use Groups](#)
5. [Manage Group Settings](#)