

Ground Rules

Ensuring that you have a healthy group is important. We need to know that common sense no longer is sense, so it is important to cover group rules at the beginning of your group.

1. **Spiritual Element and Prayer MUST be included-** We are not a social group, we are group that is through the church. We must ensure that we have some spiritual or devotional time incorporated in each group.
2. **Be here physically** - encourage all your group members to make the group a priority and a commitment to be there every week
3. **Be here emotionally and spiritually-** Encourage all members to participate in conversation and share without judgment
4. **Practice Respect and Mutual Consideration** - "People don't care how much you know until they know how much you care." Show them that you have respect for different points of view while holding fast to your Biblical point of view
5. **Share opinions and convictions with grace-** we need to be true to our convictions but not to berate or degrade anyone who does not share ours. Season every conversation with grace and Biblical backing.
6. **Leave politics out!!!** People may lean politically other ways than you. This can cause a lot of distrust if politics are brought up.
7. **Leave business out** - no MLMs no pushing your business during group time - respect this time as a time to be about God, not about signing someone up as a client.
8. **THE BIBLE IS THE ULTIMATE AUTHORITY-** No matter what - the Word of God is the foundation of a healthy group- Experience, opinions, and culture are going to shape some people's worldview, but the Bible is the ultimate authority
9. If a topic comes up that you are uncomfortable with, **reach out** to your coach.

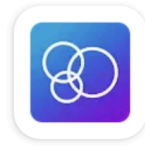
Environment:	<ul style="list-style-type: none">• Your environment should be tidy, inviting, and safe.• If you have animals, please be sure to let people know and/or put them up when people come over• Make sure you have at least ONE clean bathroom that is able to be used• Have food - either a meal or a small snack and drinks available
Facility Use:	<ul style="list-style-type: none">• Stay in your designated room and children stay in their designated area.• Clean up after yourself• Empty trash cans and replace liners- trash goes out to the dumpster• Re-lock the doors• Tidy the bathrooms after your use• You will be given a code to access the building

Download the LEAD App

If you have not done so yet, download the LEAD app from the Apple store or from Google Play.



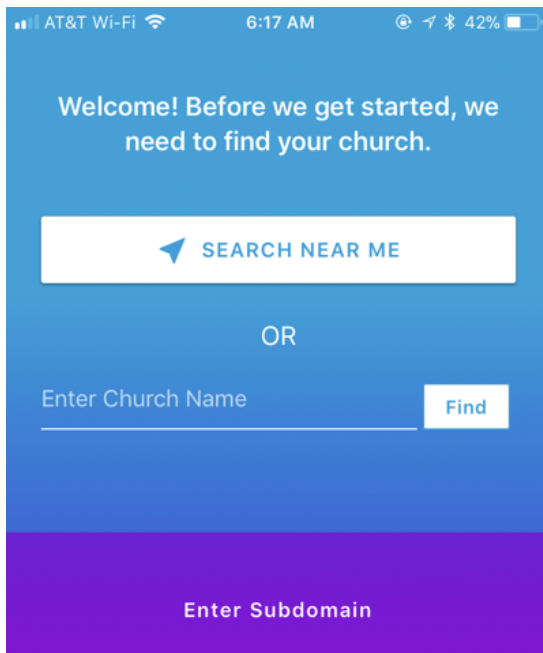
 Google Play



LEAD.
Church Community Builder

Finding Your Church

- If you are new to the app you have the option to find your church through by tapping the Search Near Me button or typing your church's name in the Enter Church Name field.



- Or, you can type in the subdomain from your church's main site by tapping Enter Subdomain at the bottom of the screen.
- Select Enter Subdomain.

Logging In

- Enter the email address or username and password you use to log in to your desktop Pushpay ChMS (previously CCB) site. **IF YOU DO NOT HAVE LOGIN INFORMATION, PLEASE SEE YOUR NEXT STEPS DIRECTOR**
- You will have multiple tabs to choose from

People Tab



The first tab in the Lead app covers People Profiles. With it you can:

- Quickly contact a congregant or get directions to their address.
- Quickly see family members as well.

Click the icon to get more information about the People Tab.

Groups Tab

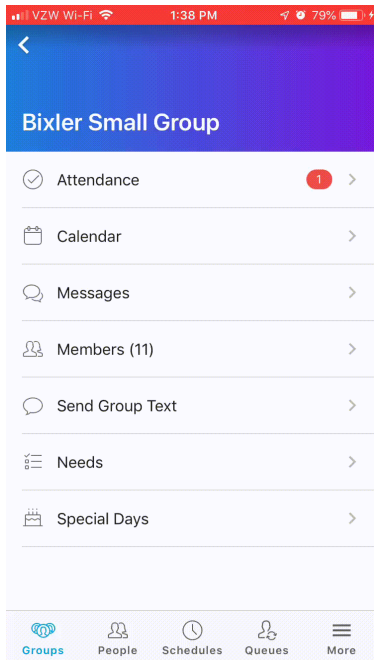


The Group tab in the Lead app lets you see all Groups you are a part of. With it you can:

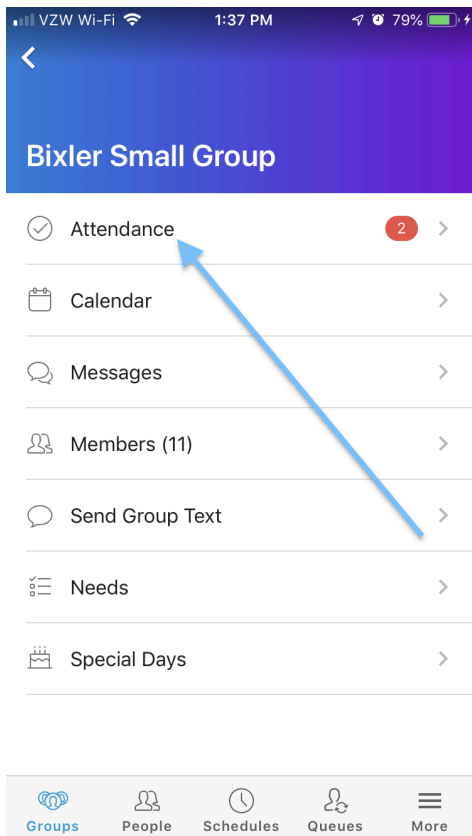
- **Take Attendance at events.**
- View and Send Messages.
- View/Add/Remove participants.
- Send Group Texts.
- View Special Days on your group members.

Using the LEAD App

Attendance

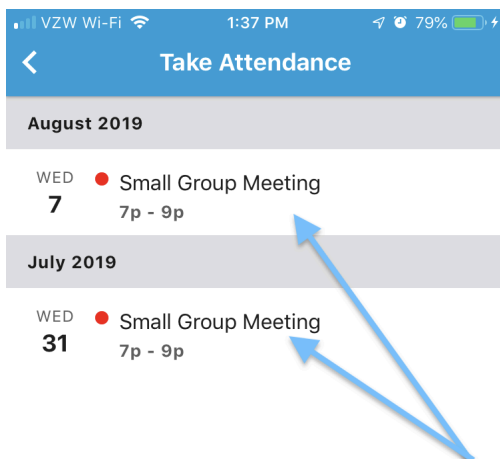


- The attendance menu item will let you view/edit or take attendance on events in your group.
- Click on Attendance to see the list of events in the group (all events from the group will be listed).

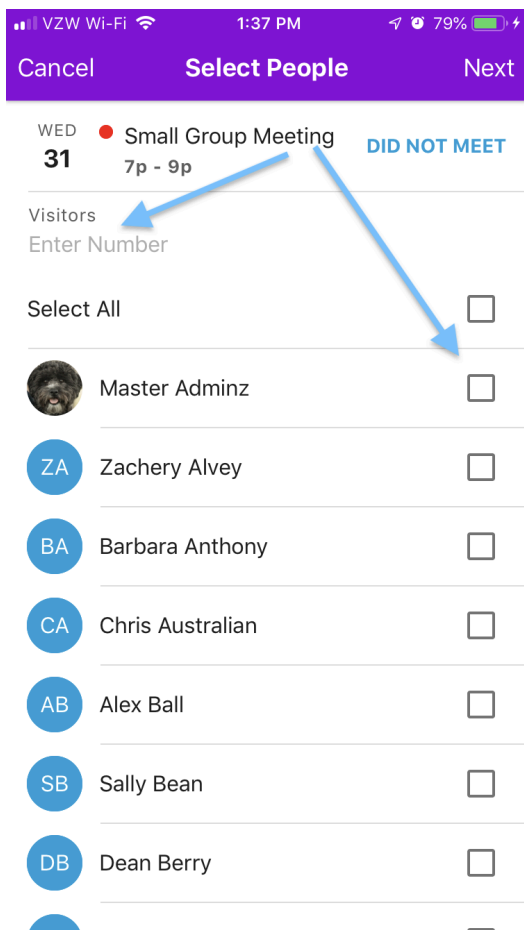


Steps to Taking Attendance

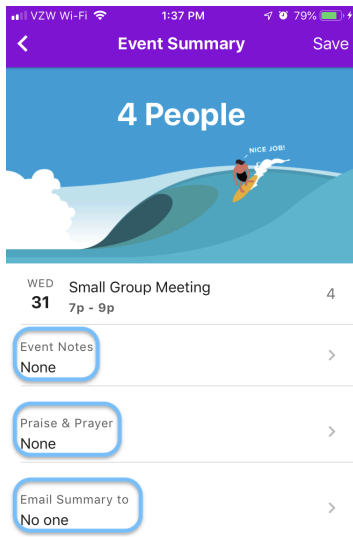
1. Start by tapping on the event you want to record attendance for.



2. Select the people who were present and enter the number of visitors, then click next.



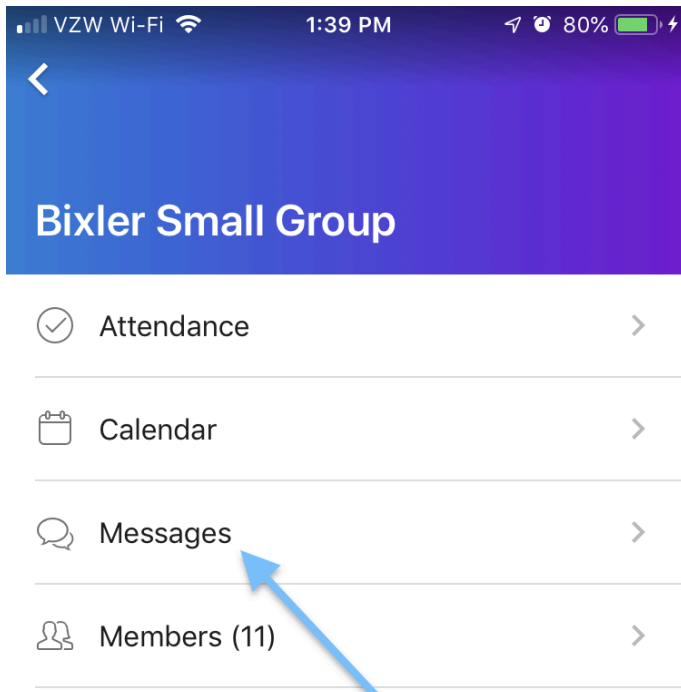
3. This will land you on the event summary page, here you can add notes, praise and prayer requests, and choose which recipients you'd like to send the event summary to- Please send it to leadership.



4. When you finish, you'll return to the event list page.

Messages

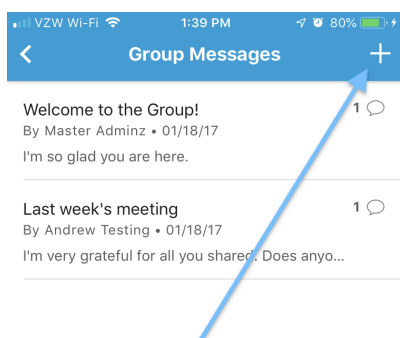
You can view your Group's Messages by tapping the Messages menu item.



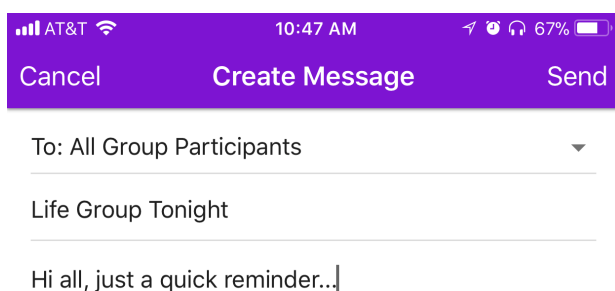
- All group messages will be listed out, ordered by most recent activity.
- When a Group leader sends a message, the group participants can reply to all the group members or group leaders from their email.

Send Group Messages

1. Tap New for Android or the + for iOS.

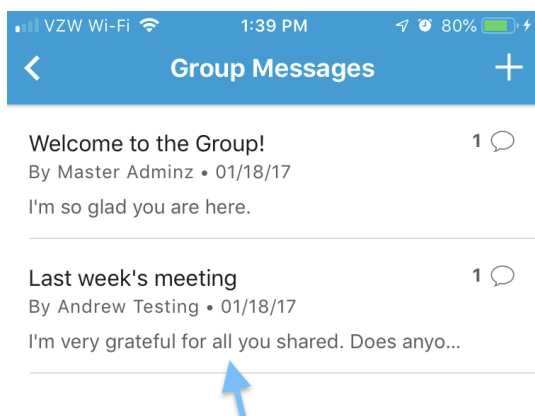


2. Enter a subject and message text.
3. Tap Send to All Group Members or Group Leaders.



View an entire message thread

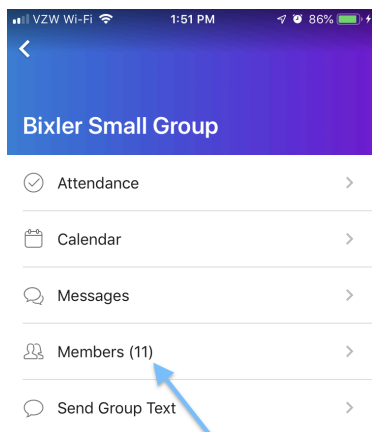
- Tap on the message you'd like to view.



- The entire message and all subsequent comments will be displayed in the order they were sent, starting with the original message.

• Members

- Group leaders can add any individual in their church to the their group
- Click on the Members menu item to view the list of people in the group and perform the following actions below.

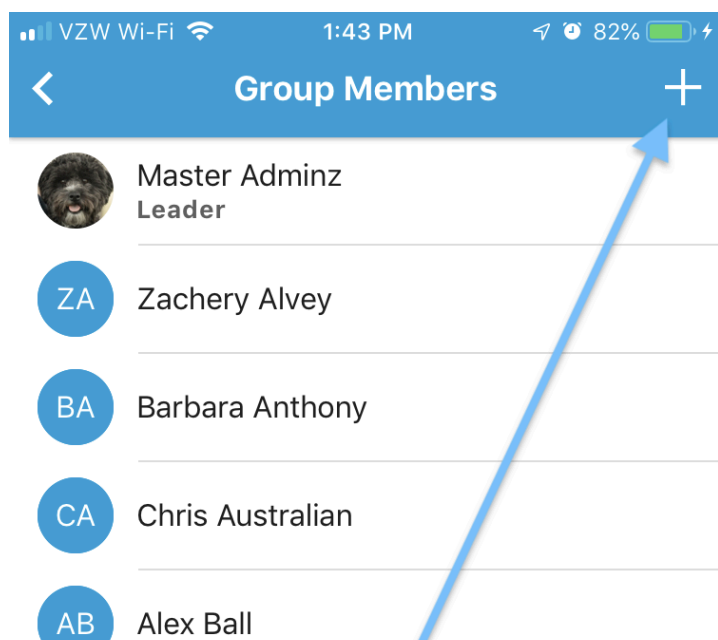


View Group Member's Profile

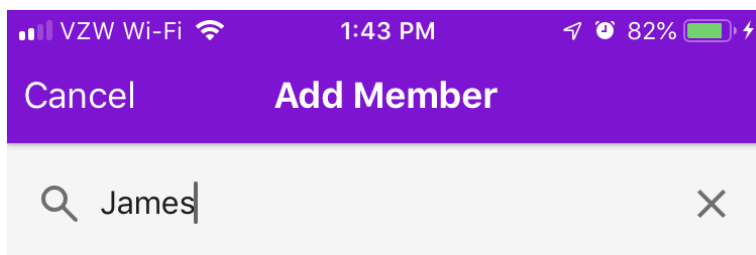
1. From their profile, you can call, text or email them.

Adding an Individual to a Group

1. Start by clicking on Members and then click on the ADD (Android) or + iOS button.



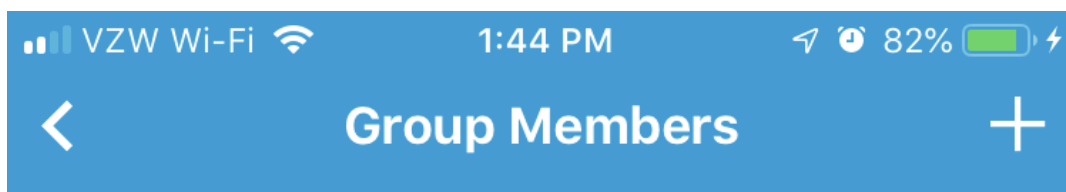
2. Enter at least two characters in the search box.



Tip: All individuals who are active, over the age threshold, and fit the search criteria entered will be returned.

Removing an Individual from a Group

1. Click on Members to view the list of people in the group.
2. On the people list, use the native iOS (swipe left) or Android (long tap) actions to interact with individuals in the list to complete the following actions to remove an individual.



Master Adminz
Leader



Zachery Alvey



Barbara Anthony

iris Australian



Remove

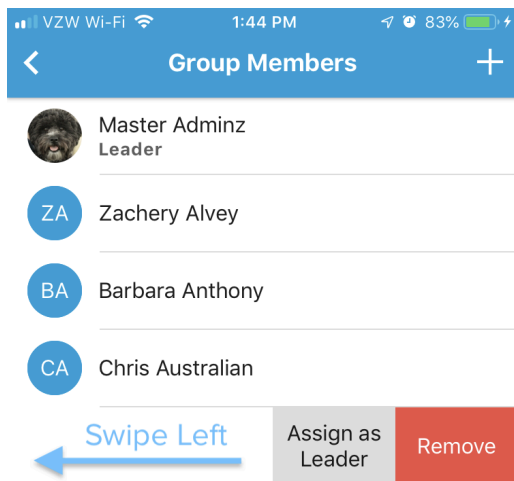


AB Bell

Warning: the main group leader cannot be removed from the group. The main group leader and assistant group leader(s) can remove any assistant group leader(s) and any member(s) from the group.

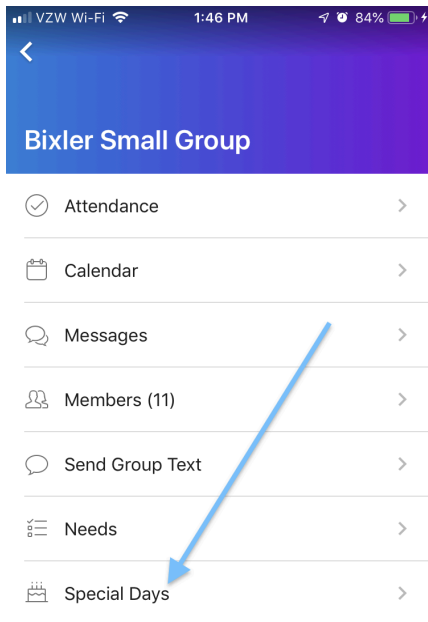
Assign or Unassign Assistant Group Leader

- Assign a leader - there can only be one main group leader, but multiple assistant leaders can be assigned to a group.
 - Unassign a leader - the main group leader cannot be removed through the app interface. Assistant leaders can remove themselves or other assistant leaders from the app.
1. Click on Members to view the list of people in the group.
 2. On the people list, use the native iOS (swipe left) or Android (long tap) actions to interact with individuals in the list to complete the following actions to assign or unassign a group leader.

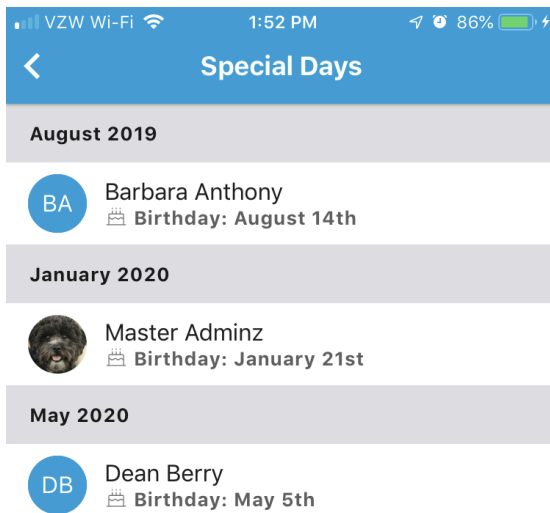


Special Days

1. You can view which group members have upcoming birthdays and anniversaries by clicking on Special Days.



2. Tapping on that special day will take you to an individual's profile.



Group Childcare

Child Care Workers:	<ul style="list-style-type: none"> • Paid childcare workers must be age 13 or older. • Childcare workers 18 or older must have a background check on file within the past 12 months. • Childcare workers must be approved by The Fields Church. • Stay within ratios- more than one worker may be needed (see below) • Provide your childcare worker with one point of contact- your group leader • All childcare workers will be paid \$12/hr • Please inform workers that it will be 7-12 business days to receive payment after you have submitted the form
Child Care Requirements:	<ul style="list-style-type: none"> • Group Leaders are responsible for finding their own childcare • If using The Fields Church resources, the cost for all childcare is \$2/child per night or \$5/family per night. • Collect money from families that need childcare. Collect each time • Submit childcare form each week for payment - (The Fields Wired) • Submit monies in the Sunday offering, top line the name of your group. Next to "tithes" is the amount of money collected. Put into offering bucket on Sunday or under the office door. • REVIEW Facility Rules with your provider <ul style="list-style-type: none"> ○ Keep Children, preteens, and teens in designated areas only ○ If using the play zone, read and review play zone rules.
Child Care Ratio:	<ul style="list-style-type: none"> • Under 12 months: 1 adult to 2 infants • 12 months to 36 months: 1 adult to 5 toddlers • 3 Yrs to 5th Grade: 1 adult to 12 kids <p>**Ratio is based on the youngest child in your group**</p>

If you are using the facility on a night others are using the facility - feel free to partner with them for childcare as long as the numbers stay in the ratios listed above.

Group Food

Food makes people feel welcome. In the Bible, they met together and ate together.

Acts 2:46

"They broke bread in their homes and ate together with glad and sincere hearts."

- Don't worry - you do NOT have to provide all the food every time
- You do not need to provide a full meal - a few snacks and drink options are good
- The potluck style works well
- Sign-up sheets allow you to know that everything is taken care of

Keep in mind if you say to have everyone bring their own food to the event, when some are eating and others are not, it is awkward, so having something there for people to snack on or eat is beneficial.

IDEAS

- Mexican
- Asian
- Italian
- Holiday food (think Thanksgiving, Christmas, Easter, etc....)
- Appetizers
- Fruit and Veggie Nights
- Soup and Salad Night
- Chili Night
- BBQ
- Grill out
- Chicken and Waffles
- Breakfast for Dinner