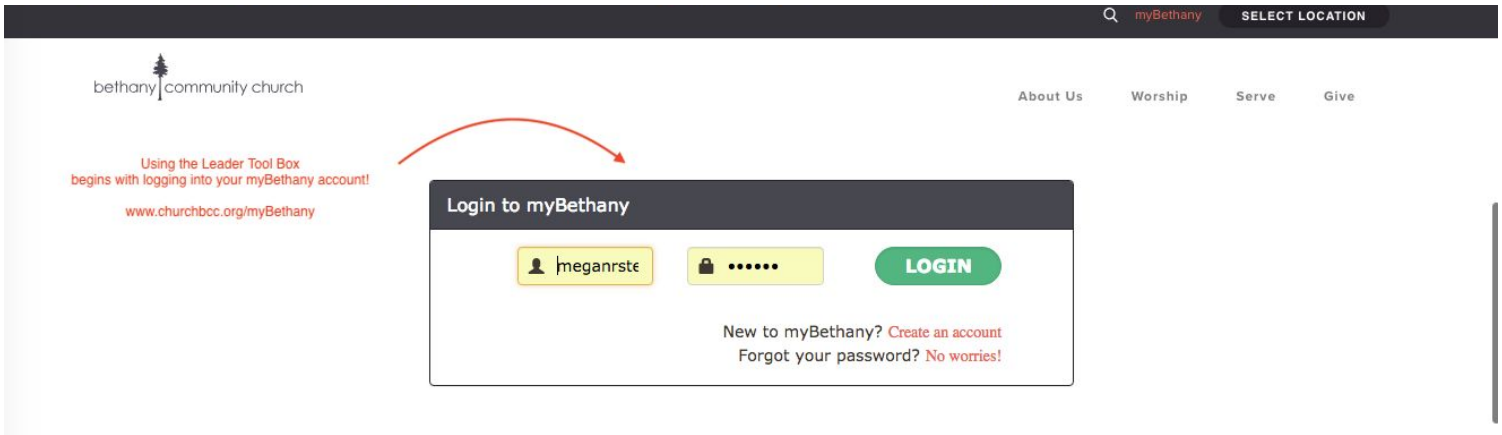


Group Leader Toolbox Instructions

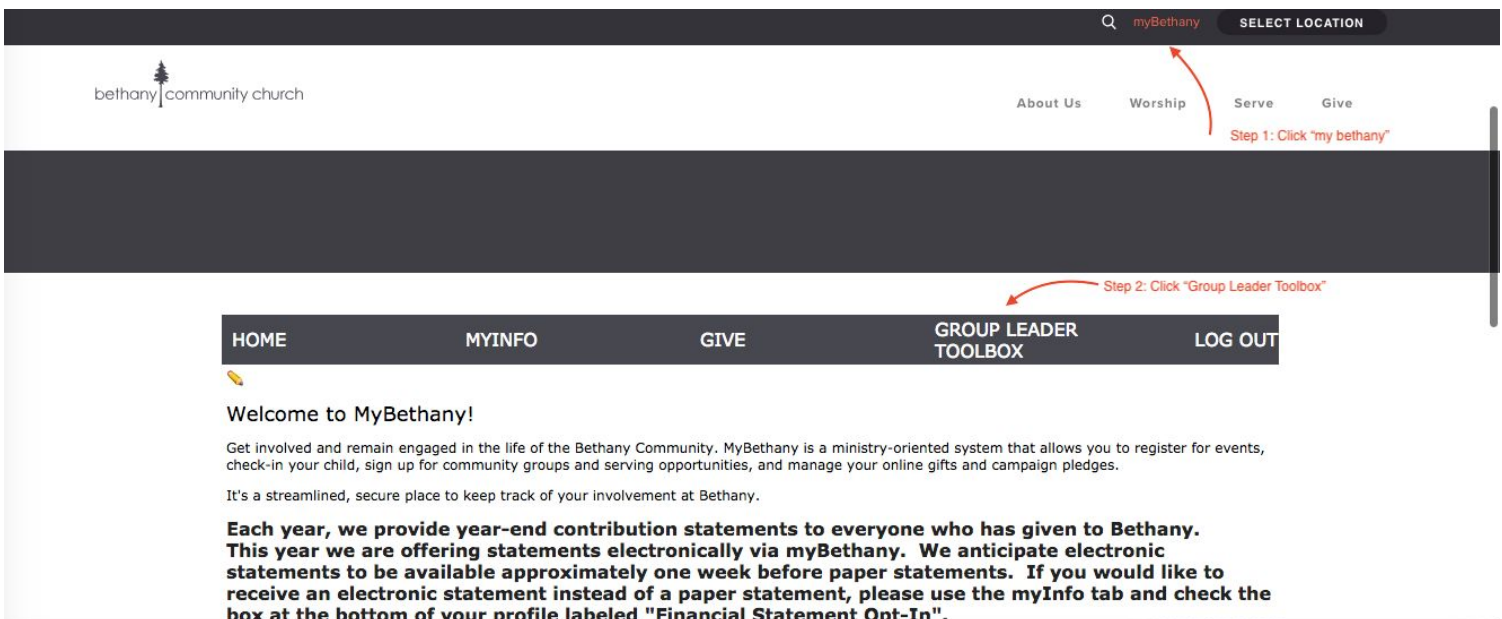
Under the myBethany webpage, we have a great Leader Toolbox for communicating with our Small Group members.

As you receive registration emails from individuals, you'll learn in this guide how to best respond to them and get your group prepared to meet.

Start by logging into your account at: www.churchbcc.org/myBethany

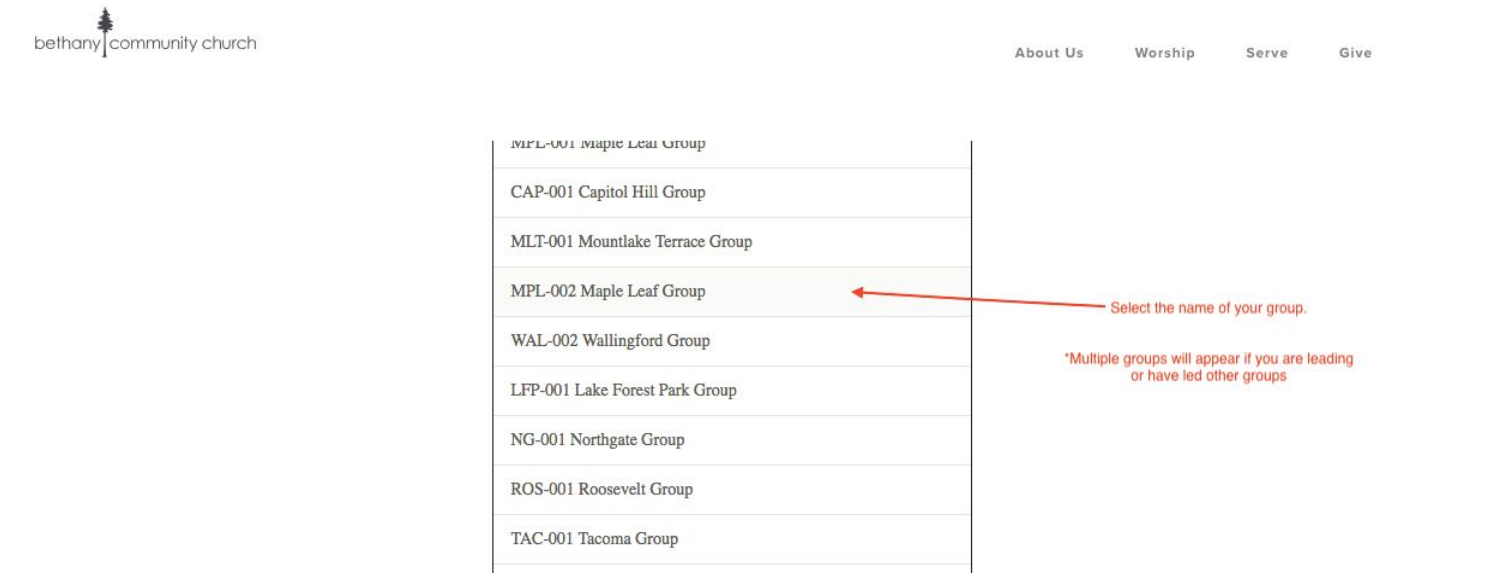


From here you'll navigate from the other myBethany tools, such as your own profile -this is a great time to make sure that's updated too. If you don't see the screen below on first login, click the red "myBethany" tab to refresh to this screen:



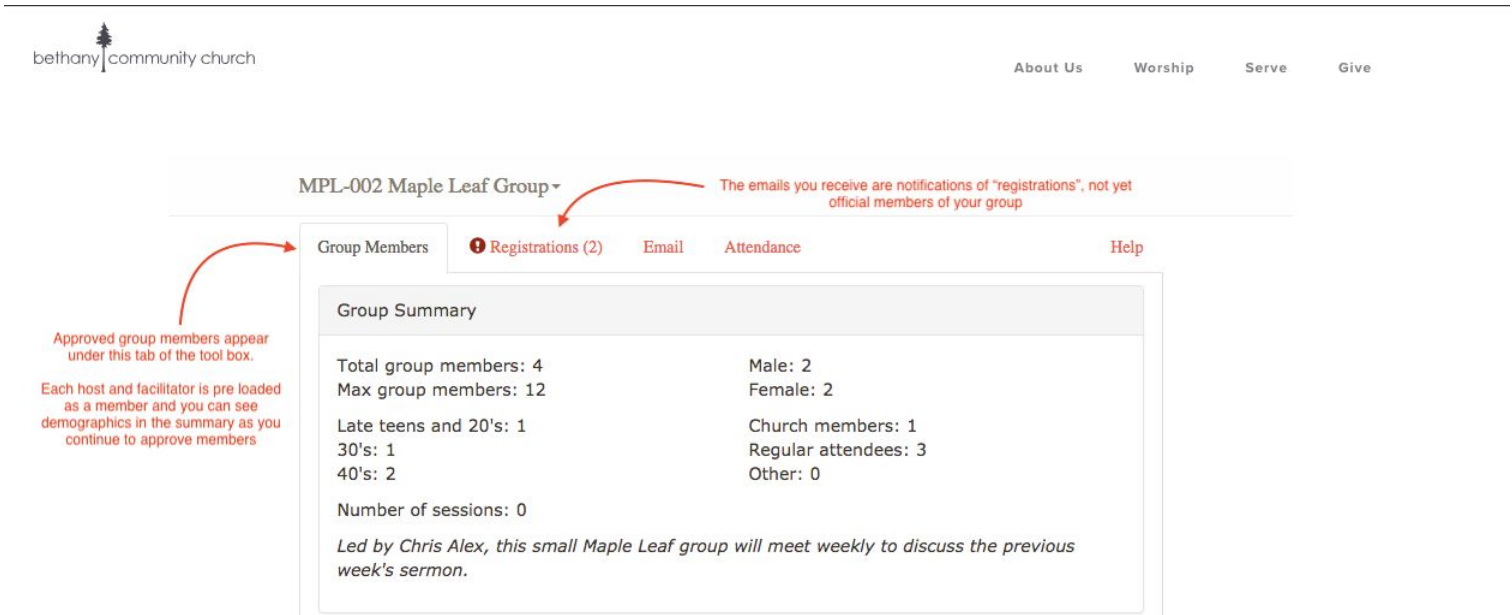
Group Leader Toolbox Instructions

After selecting the "Group Leader Toolbox" you'll be on your way to seeing your own specific details as a group. Simply click on your group name:



You'll then have four main tools, we'll go through each one now:

1. Members: You have a snapshot of demographics here but you'll also see the group description that appears online.



2. Registrations: As you received email notifications, this is where that information funnels into a list.

Group Leader Toolbox Instructions

Some groups have already had an outpouring of interested registrants and for those that have overfilled we will have new groups forming.

As soon as you fill your max number of approved members - email glgroups@churchbcc.org so that we can hide the link from the website and begin creating a new group out of the additional interested participants.

Are members automatically added to the group or do I need to reach out to the emails I received? Glad you asked! That is our next step:

MPL-002 Maple Leaf Group ▾

Registrations are listed in the order people registered for your group. Assuming admittance is first-come-first-served, you should approve people from top to bottom.

Christopher Alex / chris.alex128@gmail.com / Lives in University District / Registered 09/15/18	REJECT	APPROVE
VICKI CONRAD / vickic29@gmail.com / Registered 09/19/18	REJECT	APPROVE

The main caveat to this is that many groups already have a list of members continuing from last year - approve registrations so that your original member list is completed and then approve additional people as they have signed up.

Next steps include a function to email the members instruction once they are all moved.

The goal is for additional groups to be formed from the groups that fill!

This is an internal function - but by selecting "approve" - that moves the registrant over into your members tab.

Selecting either "reject" and "approve" does not automatically notify the registrant.

That will require a separate communication (more on that next!)

Please leave un-approved registrants in your registration list so that the leadership team can work with them on finding a new group/starting a new group in the same location.

Once your members are approved, we will be emailing remaining registrants with next steps so that they can be placed in a group as well.

Please only use "reject" if you see a duplicate or if you know for certain that person no longer is interested in your group.

Group Leader Toolbox Instructions

3. The Email Tool is there to help facilitate your communication each week



Facilitators: Here is a sample email for communicating with your new group of members:

Hi Maple Leaf Group Members!

Thank you for registering for our small group! We are excited to start meeting this coming week and to have you as part of our group throughout the year.

As a reminder, our first gathering will be this Tuesday from 7 - 9 PM. We will be meeting at Eric Henderson's house at 1234 Roosevelt NE Seattle, WA 98111. Let me know if you have any questions or issues arriving. Attached are the questions we'll be discussing and notes if you'd like to read those before we meet.

Looking forward to seeing you!

*Best,
Megan Cowell*

Group Leader Toolbox Instructions

4. Attendance: Our final tool

We are always striving to improve our processes, and similar to our surveys, this tool is intended to help us continue to improve how people can connect within our church and our groups.

Attendance helps us know who is able to show up and who is not, not in a way to shame or require people to meet an expectation; but to know how to encourage and pray for participation.

Meeting new people can be uncomfortable and stepping into an intergenerational group may be outside the comfort zone of many, so my encouragement to you is to use this tool so that you can also reach out to those that don't show up and let them know they and who they are were missed!

MPL-002 Maple Leaf Group ▾

[Group Members](#) [Registrations](#) [Email](#) [Attendance](#) [Help](#)



Alan Hussey

Barbara Holcomb

Benjamin Polhamus

Caleb Sattgast

Chris Blakesley

Christopher Alex

Cristina Coupe

Kila Colon

Kim Sparks

Not mandatory, but we hope the toolbox makes it easy to use this function.

This helps us better know participation trends and ways we can continue to improve our ministry!

Its also a great way to learn the names of members in your groups as you first get started gathering.

If you have any remaining questions, please email glgroups@churchbcc.org and we can get those answered for you!