



CITYGROUP Leader Handbook

Growth happens best in community, not alone.

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Vision & Mission for Groups

DNA Talking Points:

CITYCHURCH *Mission:* For the Gospel, For the City

CITYGROUPS *Strategy:* Growth Happens Best in Community, Not Alone.

CITYGROUPS *Vision:* Community, Growth and Mission

CITYGROUPS *Expanded Vision:* CITYGROUPS create communities that are gathered around Jesus, growing to be more like Jesus, and reaching the lost for Jesus.

CITYGROUPS *Leader Role:* Creating a community that helps people grow to be more like Jesus.

CITYGROUPS *Leader Win:* Any growth towards Christ.

So why groups?

...because growth happens best in community, not alone.

City Groups are critically important to our goal of growing mature disciple-makers of Jesus Christ at City Church.

Groups are more like [crock pots] and less like [microwaves] of spiritual formation. They slowly, steadily, and consistently grow people in the context of everyday life. Groups are environments where intentional friendships can marinate together in the Scriptures and the collective experiences, wisdom, and care of friends to produce something tasty and pleasing to the Lord...people who are looking more like Jesus in this world.

There are two important goals we need you as leaders to ensure are taking place in your groups.

1. That group members are growing more rooted in Scripture.
2. That group members are developing intentional Friendships.

The Spirit uses the Scriptures and our friendships found in these small groups of people to grow us so we can better carry out our *marching orders* as the church.

What are our Marching Orders?

"Go, therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age." Matthew 28:18-20

In short, we exist to make disciples; disciples who are reaching the lost for Jesus and growing the reached into the image of Jesus, in our city and around the world.

Three Major Pillars of City Groups:

- 1) COMMUNITY
- 2) GROWTH
- 3) MISSION

1) **COMMUNITY**: Environments where people can connect and form intentional friendships.

“Growth happens best **in community**, not alone.”

What does Biblical Community look like?

⁴² And they devoted themselves to the apostles' teaching, to the fellowship, to the breaking of bread, and to the prayers.⁴³ Then fear came over everyone, and many wonders and signs were being performed through the apostles.⁴⁴ Now all the believers were **together** and held all things in common.⁴⁵ They sold their possessions and property and distributed the proceeds to all, as anyone had a need.⁴⁶ Every day they devoted themselves to meeting **together** in the temple complex, and broke bread from house to house. They ate their food with a joyful and humble attitude,⁴⁷ praising God and having favor with all the people. And every day the Lord added to them those who were being saved.

– Acts 2:42-47

¹⁹ Therefore, brothers, since we have boldness to enter the sanctuary through the blood of Jesus,²⁰ by a new and living way He has opened for us through the curtain (that is, His flesh),²¹ and since we have a great high priest over the house of God,²² let us draw near with a true heart in full assurance of faith, our hearts sprinkled clean from an evil conscience and our bodies washed in pure water.²³ Let us hold on to the confession of our hope without wavering, for He who promised is faithful.²⁴ And let us be concerned about one another in order to promote love and good works,²⁵ not staying away from our worship meetings, as some habitually do, but encouraging each other, and all the more as you see the day drawing near. – Hebrews 10:19-25

²⁸ We proclaim Him, warning and teaching everyone with all wisdom, so that we may present everyone mature in Christ.²⁹ I labor for this, striving with His strength that works powerfully in me.

– Colossians 1:28-29

Practical Community Do's:

- Do be vulnerable first in your group.
- Do delegate so people can participate.
- Do be the first line of care for your group members.
- Do encourage an inclusive culture.
- Do learn from people in your group.
- Do encourage people to get together outside the group.
- Do help one another build relationships and reach out to lost people.
- Do cast vision for multiplication.

2) **GROWTH:** *The process of spiritual formation where we become more like Jesus in every aspect of life. Where people grow into mature and multiplying disciples of Jesus Christ.*

“Growth happens best in community, not alone.”

¹³ until we all reach unity in the faith and in the knowledge of God’s Son, growing into a **mature** man with a **stature** measured by Christ’s fullness. ¹⁴ Then we will no longer be little children, tossed by the waves and blown around by every wind of teaching, by human cunning with cleverness in the techniques of deceit. ¹⁵ But speaking the truth in love, let us **grow** in every way into Him who is the head—Christ. – **Ephesians 4:13-15**

Growing People Change!

If we want to see people grow towards becoming mature disciple-makers of Jesus, then we need intentional environments like City Groups. Why?

Because...City Groups are designed to help people grow more rooted in Scripture and to develop intentional friendships; which are two vital tools the Spirit uses for our spiritual growth.

We are asking you to invest your life in helping people grow to be more like Jesus.

Head–Heart–Hands–Habitat: Helping others to grow more like Jesus involves more than dispensing knowledge. It involves our whole being: Our head, heart and hands. As these areas of our lives change, it influences our habitat – the places in which we live.

We want to see people change to be more like Christ in how they think, how they feel (what motivates them, the desires they have) and how they live. The Holy Spirit is in the business of sanctification and He often uses intentional and willing vessels like group leaders to kick start this growth and change in peoples lives.

Growth Questions to Consider:

- *What are some intentional ways you can invest in the growth of the people in your group?*
- *What are some ways you can create a culture in the group where it is normal for people to invest in one another’s growth?*
- *What are some ways you can help group members learn to feed themselves spiritually?*
- *Always keep in mind: Who in your group can you challenge and inspire to step up in leadership or in helping others grow deeper in Christ?*
- *Always keep in mind: Who in your group could you invest in as a co-leader who could lead their own group one day?*

3) MISSION: *Groups don't exist for community or for growth alone. Community and Growth empower us to join Jesus on His Mission to seek and save the lost in our city.*

¹⁸ All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: ¹⁹ that God was reconciling the world to himself in Christ, not counting people's sins against them. And he has committed to us the message of reconciliation. ²⁰ We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. – 2 Corinthians 5:18-20

We are for the GOSPEL and for the CITY.

If we want to see gospel transformation in our city, then we need gospel transformation in our own lives and City Groups play a big role in that.

Growing people change and changed people **reach the world!**

City Groups can be both a support and a vessel for the advancement of the gospel.

This is more than doing a service project together once in a while though that is a wonderful first step.

As leaders, we have the responsibility to live “on mission” ourselves, as we join Jesus on His mission. We have a responsibility to equip people to reach their friends, neighbors, and coworkers, and to create a missional culture in our groups.

Practical Mission Do's:

- Do not assume everyone in your group is saved.
- Do talk to your group about people you are laboring to reach for Christ.
- Do create a culture where it is normal for people to talk about who they are laboring to reach for Christ.
- Do pray for the lost and for our city together as a group.
- Do invite people to share about who they are attempting to reach out to.
- Do look for people passionate about evangelism and invite them to speak up in group.
- Do share a simple & memorable gospel summary often so people can remember it and repeat it the rest of the week. (see “3 Circles” in resources)
- Do celebrate any missional living in your group.
- Do find resources to help equip people to share the gospel message more effectively.
- Do invite people in your group to help you reach out to or get to know lost friends! Groups should be an excellent first step for people unfamiliar with church. Seek to make the person feel comfortable, welcomed, and not put on the spot. Never make someone feel like they are being interrogated by a group, but loved and cared for.
- Do invite lost people to your group and to City Church.

Multiplication & Apprenticing

Multiplication of groups is healthy and a must!

Pastor Dean has a grand vision to reach 10,000 people on a Sunday. We believe this is possible and that it will happen! When we begin to reach that many people, then we will need some serious room for those people to grow to be more like Jesus in City Groups! We currently have about 28-32% of our Sunday attendees involved in City Groups when we factor an average of close to 1,000 attendees in Sunday services. We'd like for the City Group attendance rate to be above 40% of our Sunday attendance. If the same rate continues as we grow, then we'll need to make room for somewhere around 3,500-4,000 people in City Groups. In order to create more room for more people to grow to be more like Jesus at City Church, it is a must that groups intentionally multiply. When groups bulge beyond 12-14 people, they lose the small group dynamic, people are not able to participate as well, learning goes down, and leaders simply are not able to care well for that number of people. As a result of all this, we are working toward multiplying into 250 City Groups involving 450+ leaders that can make room for over 3,500 people.

- If even half of our groups multiplied this fall, then we would add over 20 new groups that would then make room for another 300+ people! AND if those new groups also became multiplying groups then we would have an exponentially growing number of groups at City Church.
- Bottom line: When groups become 'multiplying' groups they create room for sustainable growth for generations to come.
- All City Groups need to become **multiplying** groups.

Practical Ways to Multiply groups:

1. **Solo Startup:** A new leader plants his or her own group from scratch.
2. **Hand-Over:** An existing leader hands over leadership of a group and starts another group.
3. **Launch Team:** A new leader takes a handful of members from a previous group and builds a new group from there.
4. **The Dream Come True:** Two or more people in an existing group multiply the original group into several smaller groups and the original leader coaches the new group leaders.

Intentional Apprenticing:

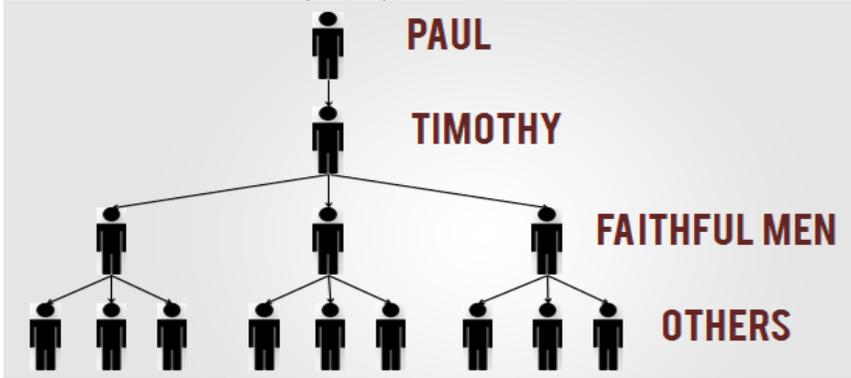
It is our goal to see healthy groups multiply, but this requires group leaders to develop future leaders or *apprentices*. It is not best for our church staff to be the only ones recruiting and developing new leaders.

Apprenticing is vital to our goal of multiplying both **Groups** and **Leaders**.

Apprenticing (or intentional investment in others) is how Jesus changed the world!

It's Biblical and Strategic:

- Jesus and the disciples
- (See also 2 Tim. 2:2 & Titus 2:3-4)



So what is apprenticing?

In short, it is replacing yourself.

Apprenticing is essentially strategic, personal, hands-on discipleship; passing along all that you have learned to someone else.

An apprentice is a leader-in-training. Apprenticing is someone investing in the growth of key future leaders who will advance the gospel in the lives of others as a disciple-maker.

Every City Group leader should strive to have at least one apprentice.

Few of us are gifted with the ability or the opportunity to teach the masses but all of us can intentionally teach and invest in a few. **Do for one person what you wish you could do for everyone!**

Practical ways to develop an apprentice:

- **IDENTIFY** one or more future leaders.
- **INVEST** intentionally in their spiritual growth and leadership skills.
- **INVOLVE** them in leading parts of the group. (Challenge them to be a 'co-leader')
- **INITIATE** the launch sequence! (Start planning together on multiplying the group)

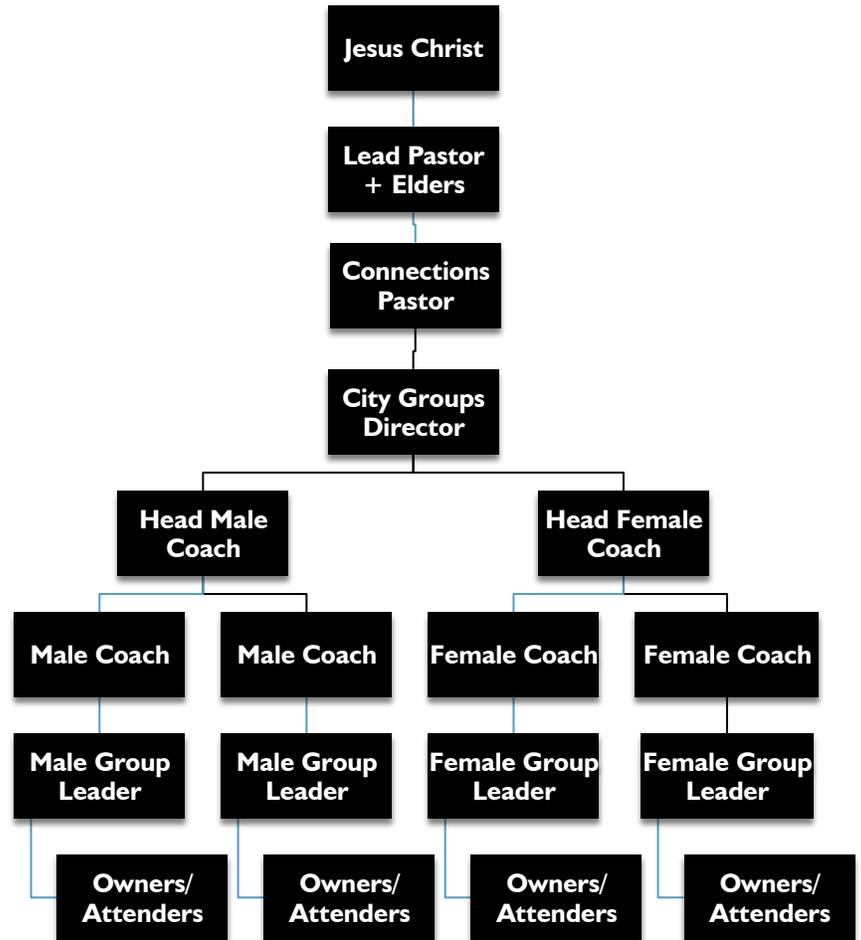
Coaching Structure

Coaches exist to support and care for all our City Group leaders in life and in group-leadership. Coaches champion the spiritual development of group leaders. Coaches pursue mentoring friendships with their assigned group leaders as they 'shepherd' them to be more like Jesus and to be more impactful as leaders.

Occasionally, you may need to address different care issues in your group or you may have questions about something going on with one of your group members for which you need advice. Your coach is there to support and care for you as you lead your group.

Please direct care needs upward. If you have a question or concern, ask your coach. If your coach needs clarity or doesn't know the answer to a question, he or she will ask the Head Coach. If they don't know, they will ask the Groups Director and so on upward.

The principle here is that if you have to think about whether or not you should bring your coach into the situation, then you should probably bring your coach into the situation. Use the org chart to the right as a visual reference. *(Please note that we're asking to use this structure even if you have a close relationship with a head coach, director, or pastor several levels above.)*



Each coach is going to do a few tangible things to help support you throughout the semester.

You can expect your coach to:

- *Pray for you regularly.*
- *Encourage you as you lead others to be more like Jesus!*
- *Check in with you at least twice each month.*
- *Meet up with you at least once during the semester.*
- *Attend your group at least once during the semester*

CORE COMPETENCIES

There are a few things that I've asked your coach to check in with you about throughout the semester. These are the City Group Leader Core Competencies that we ask you to develop and grow in throughout every semester.

Character

- 1) **Great-Commission-Minded.** The group leader views their group beyond itself. They understand how the group fits into the great commission and serves as a vehicle to make disciples who then go and make disciples.
- 2) **Growing Knowledge of and Obedience to the Scriptures.** The group leader is hungry for God's word. They are an avid student of the scriptures, constantly growing in their knowledge and application of the scriptures to their lives.
- 3) **Vibrant Prayer Life.** The group leader is dependent on the power of God through prayer. They go to their Father constantly with requests and praises in the good times and bad.
- 4) **Missional at Work and Home.** The group leader views their work and home as places to communicate the gospel with their words and actions. Every moment is an opportunity and calling to share what Christ has done for them in salvation.
- 5) **Teachable and Humble.** The group leader recognizes that they don't have all the answers. They humbly learn from church leadership, coaches, and other group leaders.
- 6) **Caring, Compassionate, Encouraging.** The group leader displays genuine care for the people entrusted to them. They are "undershepherds" of the Chief Shepherd, Jesus.

Skills

- 1) **Community Creator.** The group leader is tasked with generating community within their group. They connect people with one another and encourage close friendships to develop.
- 2) **Intentional with Relationships.** The group leader intentionally pursues deeper relationships with group members. They seek to develop group members to become more like Jesus as well as identify and invest in potential new leaders.
- 3) **Active Listener.** The group leader must be an excellent listener. Listening often involves hearing a person's thoughts, providing affirmation and empathy and giving feedback on what is heard. Listening involves focusing on the person, giving nonverbal gestures, and giving reflective statements.
- 4) **Engaging Questioner.** The group leader must develop the skill of asking engaging follow up questions from conversations as well as from the discussion guide. Seek out the thinking behind what people say. Seek clarification when conflicting thoughts are presented. Don't be afraid to say when you don't understand a comment.
- 5) **Good Steward of Time.** Time management is key for a group leader's success. They have to manage their own life well. They have to prepare for the group gathering. They have to also manage the time with the group keeping the discussion on topic and the length of the group gathering within the expected time frame (1-1.5 hours).
- 6) **Delegation.** The group leader must learn to give away tasks and responsibilities. This is the start of training up new leaders as well as creating ownership within the group. When individuals play a part in the group, they will "buy in" and take ownership of their role in the group and the overall group dynamic is improved.
- 7) **Developer/Equipper.** The group leader should be pursuing the development of group members and new leaders. The goal of ministry is to equip others to develop new Christians and new leaders. This concept is at the foundation of discipleship and City Group leading.

RESOURCES:

Managing the People in Your Group

Life Stages of Groups:

1. **Bonding Stage** – could be the first 3-5 meetings
 - a. Excited, Exploring, Anxiety
 - b. BE WELL PREPARED
 - c. Bottom line – People need to feel: Welcomed, Connected, Relaxed, Safe
 - d. **Honesty** – leader should set the pattern for honesty and sharing. Make sure group members are aware that the majority of what is shared in the group is to be kept within the group. The only exception is when care needs and necessary information is shared with coaches and church leadership. **Inform a group member when you share sensitive information with coaches and church leadership.** These moments often provide great discipleship and accountability moments with group members. With this commitment, we can build trust with group members and also get people the care that they need in various circumstances.

2. **Growing Deeper Stage** – the honeymoon is over!
 - a. Commit or not.
 - b. How honest are members?
 - c. How honest is the leader?
 - d. Helping members grow spiritually?
 - e. A sense of family is developing.
 - f. Unfortunately, members may leave.

3. **Mutual Ministry and Service Stage** – looking past their own needs to the needs of others
 - a. Fellowship, bible study, mission, and prayer are present
 - b. Genuine sense of caring
 - c. Praying
 - d. Look to each other. Leaders emerge.
 - e. Deep personal problems revealed.
 - f. Deeper growth towards Christ.

4. **Transition and Multiplying** – make new leaders and groups
 - a. Apprentices developed, Multiplication begins.
 - b. Some groups may end

Handling Difficult People in Groups –

Who are they?

1. **Monopolizing Mike:** Mike dominates the conversation, answers each question instantly, and always has a response to other group members' thoughts. Mike's strength is that you can count on him to answer difficult questions, but you need to encourage him to allow other people an opportunity to respond to questions first.
2. **Shy Sherry:** Sherry is likely a deep thinker and takes time to formulate thoughts on a particular topic. She is very likely an introvert. Don't put Sherry on the spot because it will cause her to be anxious and she will lose trust in the "safe" group environment. Her strength is typically that she will be committed to the group but she will engage at a distance. Sherry may be a great person to have talk with new group members in a one-on-one setting either before or after group.
3. **Expert Ed:** Ed is brilliant but can tend toward arrogance. He has a lot of great and profound thoughts, but he does enjoy hearing his own voice. Ed has potential to be discouraging to new believers or others that have read fewer books than he has. You can utilize Ed to talk about some of the more challenging portions of a text. Make sure that Ed is aware of his tendency and persuade him to keep his tone in check.
4. **Annie the Advice Giver:** Annie is a sweetheart and she loves helping people but she tends to neglect looking at her own problems and issues. Annie speaks about "Christians in general" and doesn't think about challenging herself. Annie needs to be delicately reminded to dig deeper into her own heart and question her thoughts and desires before everyone else's.
5. **Needy Ned:** Ned always has something serious going on. He demands a lot of attention and can often cause the group discussion to veer off track. Ned may even call you several times during the week and may invade your "personal space." As a leader, you need to set boundaries for yourself but you also have a responsibility to care for your group. Be sure to have honest conversations with Ned and direct his needs upward to coaches and the Groups Director as needed.

How should you deal with them?

- a. Be prepared to interrupt when necessary
- b. Talk to the person outside of the group. Most of these people demand an intentional conversation. There's no other way around this.
- c. Affirm appropriate sharing! "Annie, I'm so proud of that great insight you had into your own problems, keep us informed on how we can all be praying for you." "Sherry, thanks so much for sharing your thoughts, we value very much what you think about this!" "
- d. Redirect the conversation when necessary
- e. Get help from your coach when you need it.

How does the Apostle Paul say to deal with difficult people? Ephesians 4:25-32

- a. Tell the truth
- b. Deal with issues
- c. Speak positively
- d. Seek to understand people
- e. Clear the Air – address any confusion, controversy, or emotional tension.
- f. Act in a loving way

*²⁵Therefore, having put away falsehood, let each one of you **speak the truth with his neighbor**, for we are members one of another. ²⁶Be angry and do not sin; do not let the sun go down on your anger, ²⁷and give no opportunity to the devil. ²⁸Let the thief no longer steal, but rather let him labor, doing honest work with his own hands, so that he may have something to share with anyone in need. ²⁹Let **no corrupting talk** come out of your mouths, but only such as is good for **building up**, as fits the occasion, that it may **give grace** to those who hear. ³⁰And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. ³¹Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. ³²Be kind to one another, tenderhearted, **forgiving** one another, as God in Christ forgave you.*

Ephesians 4:25-32

Ways to Write and Share your Testimony

Sharing your testimony is an encouragement to others and a way to build community. Testimonies are different from biographies. A testimony is about Jesus. Paul gives us a great example of a testimony in Acts 26.

Your group will take the lead from your example. Be honest and be open. Every Christian has a life story that includes how you came to know Christ and how He has worked in your life. Here are a few tips on how to write and share your testimony:

1. It does not need to be memorized, but you should have a plan of what you want to share before you stand up to speak.
2. Pray before you begin! Take time to talk with the Lord about writing out or speaking your testimony. Allow Him to guide your words.
3. Outline main points that focus on before you trusted Christ, how you surrendered to him, and the difference **since** you've been walking with him.
 - **Before:** Simply tell what your life was like before you surrendered to Christ. What were you searching for before coming to know Christ? What was the key problem, emotion, situation or attitude you were dealing with? What motivated you? What were your actions? How did you try to satisfy your inner needs?
 - **How:** How were you converted? Simply tell the events and circumstances that caused you to consider Christ as the solution to your searching. Take time to identify the steps that brought you to the point of trusting Christ. Where were you? What was happening at the time? What people or problems influenced your decision?
 - **Since:** How has your life in Christ made a difference? How has his forgiveness impacted you? How have your thoughts, attitudes and emotions changed? Share how Christ is meeting your needs and what a relationship with him means to you now.

We'd love to see someone share their testimony each week of the group. Start with you and plan to have others share the following weeks.

Pointers:

- Keep it short. (3-5 minutes) Imagine yourself sharing with someone you just met, or a stranger that you don't have much time with.
- Practice telling your testimony out loud while timing yourself.
- This is YOUR story. Own it and allow it to stir gratitude toward God in your heart.

Expectations of Leaders Before, During, and After Group!

Here are some guidelines to help your group run a little smoother and to help you connect with your crew!

1. *Discussions*

- Know your questions, reword them as you see fit, tailor them as needed for your group.
- Make the discussion a natural flow of conversation.
- Facilitate! We are not there to teach and preach!
- The 80/20 principle: The group leader speaks 20% of the time and the group talks the other 80%. Make your 20% count without hogging the floor too much.
- Make eye contact with everyone in the room while asking questions and listen to responses.
- Affirm each person's response. A simple head nod, "thank you for that", or "good point" goes a long way!
- How to deal with incorrect or biblically inaccurate answers:
 - Avoid immediate correction. Your group should be a safe place to share, and a quick reaction could inhibit full participation and willingness among members.
 - Ask the rest of the group what they think regarding the topic. Usually, someone will provide insight and correction in a gentle and natural way. The person who originally made the statement will see that they were out of line with biblical truth and self-correct their understanding.
 - If a statement at group is incorrect and not dealt with in the context of the discussion, you have the responsibility to address the situation with grace, gentleness and clear biblical truth. You can respond with a statement that affirms biblical truth such as, "Thank you for your thoughts, but I think what the text is saying is..."
 - If someone shares something that is clearly heretical and without biblical support, your response can be more direct. Ask them how they came to that conclusion and use the dialogue as an opportunity to lovingly point them to biblical truth. For these situations, we'd like for you to let your coach know so that we can guide you with any follow up that may be necessary.

Remember: The most likely environment for heresy (false teaching) to creep in at a church is in groups. Take this seriously and know that you have a coach and a director to help you out with anything that you need!

- How to deal with silent moments, awkwardness, and tension:
 - Find a way to give everyone a reason to breathe/ talk!
 - Address the issue, come up with a light-hearted joke, make everyone stand up and do a jumping jack (give them an opportunity to let out a sigh of relief!)
 - Reword and ask the question again in a different way (most people don't hear it the first time!)
 - Call on someone. Set up a "go to" person ahead of time.
 - Many of us just keep talking to fill the silence or in hopes something we say will spur others on. The more talking you do the less your group will do.
 - Make a smooth transition from ice breaker and/or testimonies into your group discussion. You can thank the person who shared, pray, and/or use a piece from the testimony to lead into the current week's discussion.

2. *Before and After Group Tips*

- Speak to every person. Try to welcome and say goodbye to each person (don't get locked down in one conversation, position yourself in an area where you can say goodbye!)
- Learn everyone's names. Name tags are certainly an option for the first few weeks.
- Learn something personal about each person. Use that personal information to start conversations the next time you speak to them (in a follow up email, text, or in person)
- Say hello to group members at church on Sunday.
- Invite them to sit by you in the service.
- Watch nonverbal behavior and body language (yours and theirs!)
- Make everyone feel welcome. Don't have people sitting in the back. Try to create a single conversation so that no one is outside the circle.
- Make connections between people. Introduce group members to each other. Help them connect in some way (_____ also works for the university...._____ lives just down the street from you... _____ is also from south Florida.)

3. *Communication/Follow up (SEE PAGE 19 for myCityChurch instructions.)*

- **1st week:** Touch base with everyone individually (via email, text, phone call, Facebook, mail). You can split it with your co-leader or figure out a system.
- **Every week:** Send an email with the scripture/topic coming up, tell everyone that you're looking forward to seeing them, give any general reminders, and send prayer requests.
- **Every other week:** praying, checking in.
- **Missed a week:** Check in right after the missed group, especially at the beginning of groups! If you don't hear back from them try another method! (text, phone call, etc.)
- **Missed 2 weeks in a row:** Check in! (ask if everything is ok, how is life, etc.)
- Send personal reminders for snack, child care, serving, fun nights, etc.
- Small talk is HUGE! Arrive early and stay after group. Engage people in small talk because "small talk" is not actually small.
- Go beyond email! It's easy to say, "Well, I reached out and never heard back." Don't settle.

4. *Issues beyond your expertise.*

- Counseling resources: If you need professional resources, please let us know! (marital crisis, mental health issues, eating disorders, addiction)
 - John Wells - Care Director: Email: john@citychurchtallahassee.com or use the Care/Prayer Form on main page of church website.
- For any significant care need, please let your coach know AND place in the "Notes" section of your attendance report.
- City Group Issues and Women – contact your coach.
- Men, Male Situations, and Coed Leaders – contact your coach.
- Accountability: YOU can always come to Bryan or your coach. We are here for you!

5. Nuts and Bolts (and a few reminders...)

- Invest yourself in making mature, multiplying disciples of Jesus in your group. We want you to experience the power of the gospel in your life and then commit to helping others experience the same power. We want you to make disciples that go out and make disciples. (See again, Matthew 28: 18-20)
- Multiply and create more opportunities for people to get plugged in and grow!
 - Be prepared to multiply quickly. The longer you are in your group the harder it will be to multiply. Close friendships are a byproduct of Biblical Community. We think that is awesome! However, we don't want your group to drift into becoming a "Holy Huddle" where the group is only focused on keeping the same people coming to the group only. We don't want you to lose your desire to invite new members because you feel like the living room is too small. Your group should grow as members invite friends and neighbors causing it to multiply into two groups. If your living room feels too small, then celebrate because God is using your group in a powerful way that it forces your group to begin meeting in two locations! This is group multiplication.
 - Have new leaders in mind. Begin with the expectation that your group will multiply and invest in new leaders now before it is urgent. This will keep you from feeling stressed and overwhelmed when multiplication becomes necessary.
 - You are on the frontlines of the recruitment of new leaders and hosts! Please take this responsibility seriously.
- Testimonies and Stories
 - Try to have someone share a testimony *weekly!*
 - Ask ahead of time- give them the resources on how to share a testimony (It's about Jesus!)
 - Be listening for these opportunities and encourage your group members to share their stories!

Now What?

1. Invite people to your group
 - a. Friends
 - b. Coworkers
 - c. Neighbors
 - d. Past Group Members
2. Promote
 - a. Text people
 - b. Tweet
 - c. Facebook
 - d. Kick-Off Sunday
 - e. Every Sunday!
3. First Week Preparation
 - a. Discussion Guide
 - b. Prayer
 - c. Snacks/ Childcare if necessary.
4. Send Welcome Email/ Contact all group members who join your group BEFORE first meeting.
5. PRAY

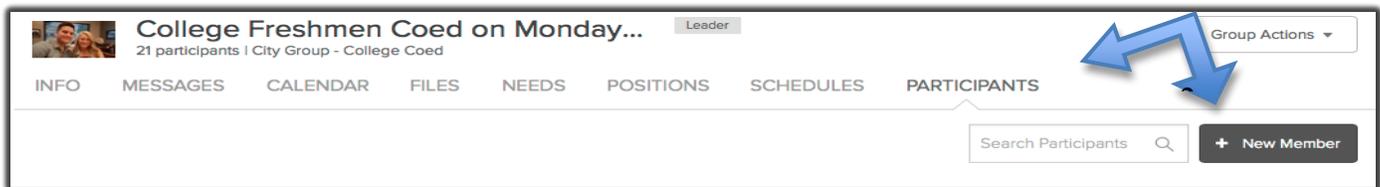
How to Take Attendance in MyCityChurch

Attendance reminders will send up to four emails to the Event Organizer and Group Leaders, beginning one hour before the event takes place and then daily beginning the day after the event if attendance has not already been recorded. To record attendance, click the button in the email. If you didn't meet, please select "DID NOT MEET" right from the email to record that.

Before you Record Attendance, please **add new people** to your group in myCityChurch.

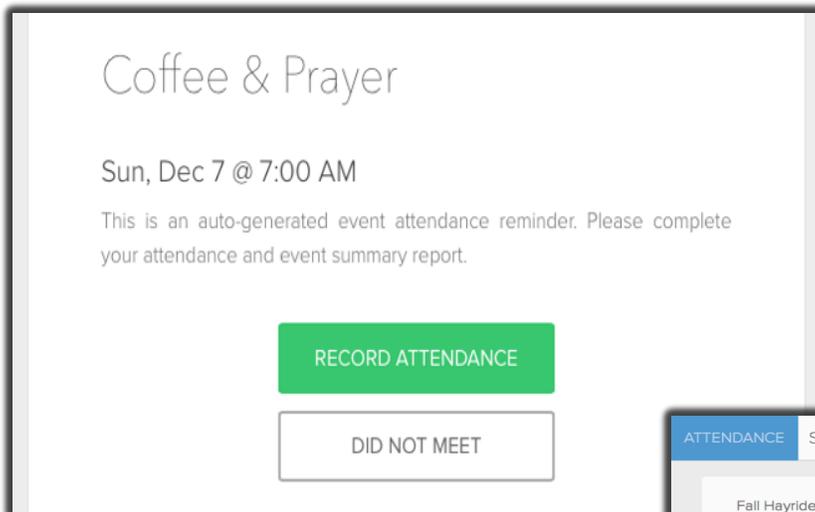
How to add a New Person:

- Login to myCityChurch.com
- Click on your group under 'My Groups' on the right side.
- Select the "Participants" tab. Select the "New Member" button.
- Click 'People by Name' to search for people and add them. If the person doesn't exist in the system, you'll need to include their Name, Email, and Phone in the People Info box shown



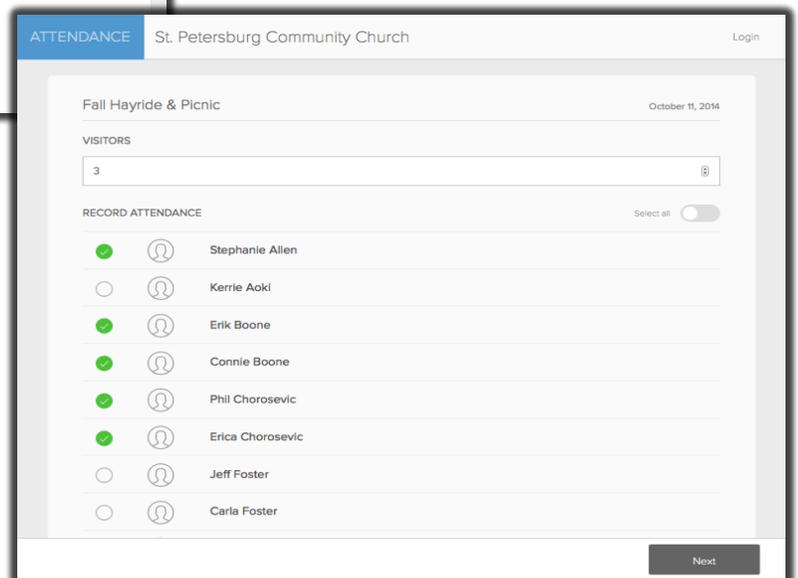
further below.

If no new members, go ahead and click on the **RECORD ATTENDANCE** in your email.



The attendance recording interface accessible through email is mobile friendly for attendance recording on your phone or tablet on the go.

You will land on an attendance entry page (seen to the right), allowing you to mark the attendance of any group member or person on the RSVP list. You can also enter the number of other visitors who attended. If you are on a mobile phone, the attendance marking screen and the visitors count screen will be separate.



The next page (below) will allow you to enter notes, prayer requests, care needs, and other important information.

Care starts with you! When you report attendance, type in major prayer and praise requests so we can pray for you and your group and get you the right care/support if necessary. Confidentiality will be kept! (You also have the ability to share this report with your group members by adjusting the settings before you send out the report. Be sensitive about the information you report to the whole group.)

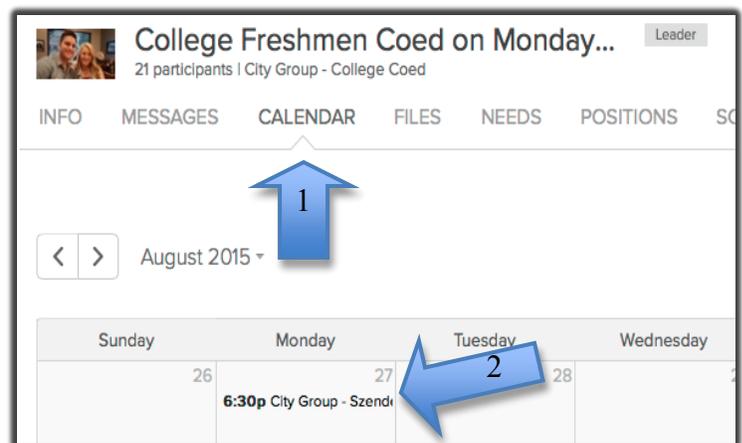
*If someone isn't on the roster, let us know their name, email, and phone number in the **PEOPLE INFO** box shown to the left. We cannot create new profiles without email addresses.*

Once you have submitted the attendance, you will see a summary page with information about the Event.

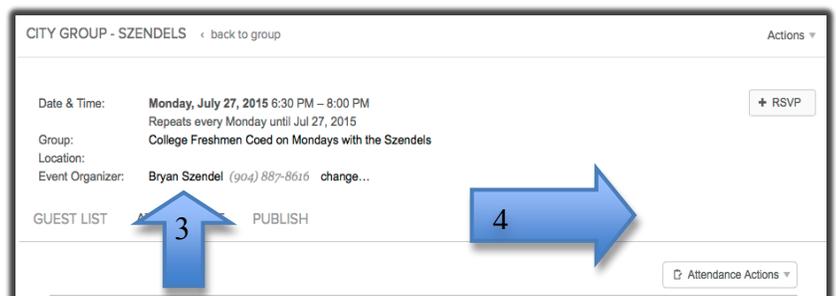
The link in your email will remain active for two weeks and will allow you to return to the summary page should you wish to do so. As with the initial submission of attendance, you will be prompted to login to mycitychurch.com to make any changes to the information.

Making Changes to Attendance

- log into myCityChurch.com
- Select your group name in your group list
- (1) Select the calendar tab in your group.
- (2) Select event date that needs updating
- Select **"view event details"**
- (3) Select **"Attendance"** tab in middle of screen
- (4) Select the button **"Attendance Actions"**
- Select **"Edit Attendance"**
- Make appropriate changes and select save!
- select send email to **"Leadership Only"**

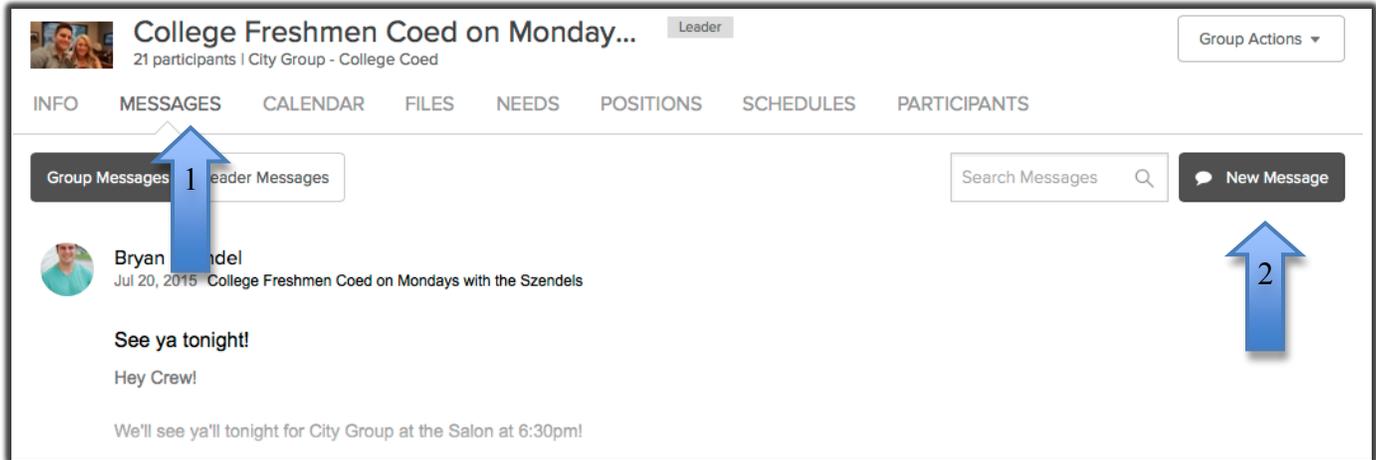


Thank you for regularly taking a few minutes to take attendance each week. Attendance is very important because it helps us assess how we are doing overall as a ministry area as well as to make decisions for the future!



How to send an Email Message to your group

- Select your group in the groups list on myCityChurch
- (1) Select the MESSAGES tab
- (2) Select the gray button “New Message”



- (3) Select “all members” from the dropdown tab.
- (4) Check the box: “Allow replies directly to me.”
- Type out your subject, message, and sign your name!

- (A) If you'd like to send a message to one specific person, simply check the option in the dropdown menu that says, “specific group members.”

