

Welcome to Planning Center Groups!

Here are some notes to help you understand how Groups can help you *lead and communicate* with your Interest-Based Small Group, SERVE Team, or Growth Track Small Group.

Side note: If you have not yet done so, please watch the following videos:

- [“Groups Overview”](#) (1:15)
- [“Leader Tutorial”](#) (2:30)
- [“Attendance”](#) (0:56)
- [“Group Messaging”](#) (0:49)

Click here to access the leader’s side of Groups: groups.planningcenteronline.com
(Use whichever email you currently use for your Planning Center login or submitted with your Small Group Info)

If you need any assistance in using Groups, please contact Jess at jessica.wibbelt@manna.church.

INTEREST-BASED SMALL GROUPS

Planning Center Groups is the way to get new people into your group, make sure members are staying connected, share resources, and communicate.

Here are some tips to help you use Groups effectively:

EVERYONE DO THIS

- Add any existing members to your Group
- Check your email regularly to see if you have any new member requests
- Respond to new member requests within 48 hours
- Take attendance at each of your group meetings/events to make sure everyone is staying connected

DO THIS IF IT HELPS YOU LEAD & COMMUNICATE...

- Upload your small group’s resources to your Group listing
- Use the Church Center app for group messaging

SERVE TEAMS

SERVE Teams are a great place for our people to connect while serving. Planning Center Groups is a great place to consolidate your SERVE Team roster and can be utilized to send team-wide communications and upload team resources.

EVERYONE DO THIS

- Add existing team members to your SERVE Team's Group listing
- Check your email regularly to see if you have any new team member requests
- Respond to new member requests within 48 hours

DO THIS IF IT HELPS YOU LEAD & COMMUNICATE...

- Upload team resources to your SERVE Team's Group listing
- Use the Church Center app for group messaging

GROWTH TRACK

Growth Track groups will be created by the Growth Track Coordinator, who will add the group leaders

Resources (videos and PDFs) will be uploaded by the Growth Track Coordinator when creating each month's groups

EVERYONE DO THIS

- Check your email regularly to see if you have any new team member requests
- Respond to new member requests within 48 hours
- Take attendance at each of your group meetings/events to make sure everyone is staying connected
- Send the link to the next group's listing to your group during the last week of your group (*Ex. If you are leading FirstStep, send your group the link to the next month's NextStep*)