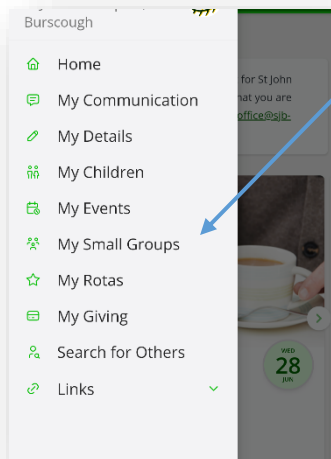# SMALL GROUPS

My Small Groups – for all members

In MyChurchSuite, click on 'My Small Groups'.

Here you will be able to see the list of groups that you already belong to - this may just be one group, or you may have more than one. At St John's this will include Growth Groups and MicroGroups initially.

Clicking on a group you belong to will take you to the group summary page.

There is an '*Actions'* option. The available actions vary depending on your assigned role within the group. The options include:

- *Edit group details* (for group leaders only)

- *Edit my visibility* - You can use the Edit my visibility option to override your default privacy settings, enabling you to decide which details are visible to others in the group - you can edit your visibility on a group-by-group basis for each group that you belong to.

- *Email members* - this is ideal for circulating a prayer request or pertinent information to all the group's members. The personal details you're able to see for other group members will depend on their privacy settings. Similarly, your privacy settings determine which of your details are visible to your fellow group members.
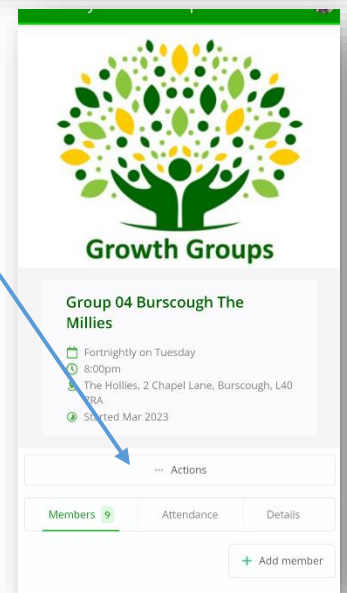
There are also some tabs:

➢ *Members* – where you can see all your group members (leaders will be able to edit and add new members)

➢ *Attendance* – those designated as attendance submitters can update who attended each session and what was covered

➢ *Details* – this provides a brief description of the group including location information.

My ChurchSuite email functionality explained...

This applies to small group members group emails.

- When composing an email you can choose whether replies go to 'just you, the author', or to 'all group members'. You will receive a copy of the emails you send in your inbox and My Communication too.

- Only group members with an active status can use the email feature; in this regard, it's a 'closed group' email system; those not belonging to the group are unable to send to the group - they'll receive an email bounce notification and their message will not be delivered

- Sent emails are only visible to group members and are not visible in your church's admin-facing ChurchSuite database; in this regard, group emails are private and personal to the group's members

- It's not currently possible to add attachments to emails composed from within My ChurchSuite. However, you can type hyperlinks. However, if you send the email from your regular email application to the group's private email address, you can attach files to that email in the usual way. Those attachments can be opened when viewing the message in My Communication

- It's not possible to restrict email circulation to a subset of the group or an individual member – it's a whole group email to the group that will be delivered to all active group members that have an email address. Group emails are therefore not intended or suitable for private one-to-one messages

- Care should be taken when replying to a group email. Where the sender has set for replies to be sent to all group members - like a discussion thread - any reply to that message will be sent to all the group members. The group email, when first sent, will make clear whether replies will be sent to the entire group, or just to the sender

- Emails are only sent to group members with a valid email address - even if their privacy settings mean you can't see their email address; and even if they have opted out of receiving general emails from the church office. Communication options only apply to the messages your church sends; they do not apply to rota group and small group emails, which are considered personal

- A group email sent with "Send replies just to me" will unavoidably disclose the sender's email address in the 'reply-to' field of the email so that replies are correctly routed back to just the sender's email address instead of the group email address

- A group email sent with "Send replies to me and all other [group/rota] members" will only disclose the group's private email address in the 'reply-to' field of the email so that replies are routed back to all group members without disclosing the sender's email address or the email address of other group members

- Group members whose privacy settings are such that they are not visible in My ChurchSuite (i.e. their name is set to not be visible), and members pending approval to join the group will not be able to see or use the "Email member" button, although they will still receive group emails sent by others.
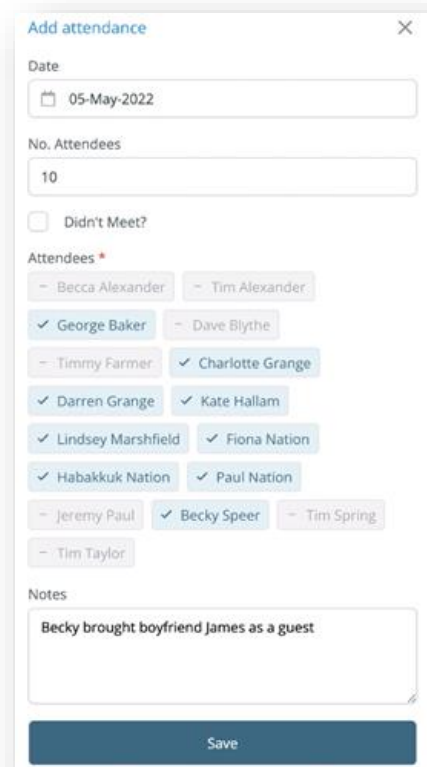
My Small Groups – for Group Leaders

Leaders may also see an **Attendance tab,** which shows recent group member attendance presented in a graph and as a list, with the option to **Add attendance**. We are asking all small group leaders to update attendance and a few short notes about each meeting. Maintaining details of group attendance helps us with their small group ministry reporting, and it can help you with pastoral care, while also providing an invaluable historic record of group meetings for safeguarding purposes.

Previously-added recent attendance can be further edited, either by clicking on an attendance point on the graph or by clicking the pencil "Edit" icon next to a date heading at the top of the table of recent attendance.

Clicking **Add attendance** (or editing existing attendance) opens a pop-up. Ticking member names auto-increases the **No. Attendees** for the selected attendance date, or you can tick **Didn't Meet**. Pertinent meeting Notes can be optionally added - perhaps the names of guests and visitors - and the No. Attendees can be manually adjusted accordingly.

From the **Members** list, leaders can manage their group member details, approving new pending status people - using the **Set as Active** action for those who have recently signed up to join the group. They can also manage group member role assignments by clicking on the '**…**'