

Group Finder – Important Information for Group Leaders

Thank you for making the Group Finder tool a success. Because of your willingness to be invitational, Northview has helped hundreds of people move from association to participation and find their best fit in a community.

This document provides essential links and information leaders need to ensure your group is accurately reflected in the Northview Group Finder system. Our goal with this tool is to simplify the process for individuals seeking to engage. We aim to make it easy for individuals seeking a group community to connect with leaders of groups directly who have room for new members.

We recognize that Group Finder requires our leaders to extend effort to others and communicate more. We sincerely thank you for your willingness to help foster these connections within the community. Your openness to being invitational is helping move forward Northview's mission to make Jesus known as we help others **connect** relationally, **grow** spiritually, and **live** out their faith generously.

Group Finder

Here is the link to the Group Finder tool, where individuals looking for a group can find their best fit. Confirm that everything looks correct if your group is open on the tool. You can open your group and then share that direct URL link on your social media or with anyone you would like to invite to your group: <https://northviewchurch.us/groupfinder>.

Group Leader Hub

Here is the link to the leader hub, where you can update the status of a pending group member to active, remove any group members who are no longer attending, manually add attendance, or request a group change. <https://northviewchurch.us/MyAccount>.

Lead a Group

Here is the link to share with anyone called to lead a new group at Northview. You can share this link to communicate with our team and schedule a meeting at your convenience. <https://northviewchurch.us/leadagroup>

Group Descriptions

Every group should have a description. Even if your group is currently closed, it will still need to appear on Group Finder once you have room to add new members. We want our leaders to share the heart of their group with others so everyone can find their best group fit.

In 2-3 Sentences, please share the heart of your group and an invitation to join. Think about who in this group would feel most at home. If you have childcare in your group, do you split the cost amongst everyone, or do they play alone? Do you take any breaks throughout the year? Below are a few examples of some group descriptions for groups in different stages of life:

Example 1:

"We are waiting for you to join a group of married couples meeting in the west Carmel area with grown or no kids. We are committed to maturing in our faith together in community, meeting every other Tuesday evening from September through June. We discuss the current sermon series, occasionally share dinners, and enjoy serving together. Come join us!"

Example 2:

"We are a group of married couples with young children who meet biweekly and discuss the life group discussion guides. Quarterly, we will host social nights to mix things up and focus on having fun. We would love to welcome couples with children who are interested in growing in community and their faith. We also share the cost of hiring a babysitter to watch the children while we study."

Example 3:

"We are a group of women who meet weekly to discuss women of the bible and God's call to women through Scripture. Occasionally, we'll discuss the message series. We would love to welcome women interested in digging deeper into Scripture and connecting with community!"

Group Capacity – Open/Closed Groups

Group Leaders must communicate accurate group capacity to their staff campus contact for groups to ensure that their Group is accurately reflected on Group Finder. By default, all groups' capacity is set to 12 (this can be changed at the leader's request). If you have fewer than 12 members, your group will appear on Group Finder. By default, all groups are listed as open to new members if their capacity indicates available room. However, we recognize that there are times when a group should be listed as closed due to challenges or issues they may be facing. If your group should be closed and not appear on Group Finder, please notify your staff campus contact directly by submitting a change request in your next attendance email.

Group Finder – Adding New Members to Your Roster

If you are a group leader and receive a new member from the Group Finder Tool, you will receive an automated email confirmation with their contact information. Once this is received, please do the following:

1. Contact the New Member

- Reach out via text, email, or call and let them know you're excited to meet them in person. Provide logistical details for them to join your next meeting (date/time/location/childcare).
- Get to know them by asking questions like, "How long have you been going to Northview?" "How old are your children?" "Have you ever been in a group before?" etc.

2. Once contact is made and their attendance is confirmed, **update their Group Member status from "Pending" to "Active" within the Life Group Leader Hub - Group Manager Toolbox.**

- You will receive reminders to contact the pending member until this is completed, as it's the easiest option for our team to confirm their engagement and involvement.
- You can locate the Leader Hub – Group Manager Toolbox on your account page on the Northview Website by logging in here: <https://northviewchurch.us/myaccount>.

3. Then follow these steps:

- On the right side of your profile, you will see a section titled "Your Groups." Click on your Group.
- You will be sent to your Group Toolbox. The new member will be marked "Pending Member" on the homepage within the Roster section of your group.
- To switch them to an active member, hover over their information and click on the pencil icon to the right of the person's name.
- Switch the "Member Status" from 'Pending' to 'Active.' They will now be included in your active roster and attendance list.
- If any group member needs to be removed, you can change "Member Status" from 'Active' to 'Inactive' or hit the "X" near their name to remove them.