

doing life together
LIFEgroups



Building Your Group



1st STEPS

To LEAD

PRAY!

10) Email info to group - address, start times, day, parking, material link, childcare, & dress

9) Call group members a few days before 1st meeting for a personal invitation

8) Enroll new members directly or send them a link via *inFellowship*

7) Call or email NEW GROUP PROSPECTS within 12-14 hours (answer questions, explain enrollment)

6) Watch your email and *inFellowship* DAILY for NEW GROUP PROSPECTS

5) Learn how to record attendance (Major Requirement) - On Website

4) Learn how to enroll group members (Major Requirement) - Page 5

3) Use your most used email address

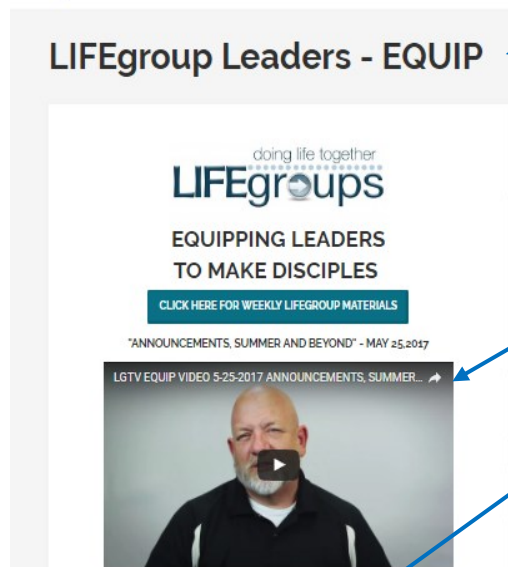
2) Sign Up for *inFellowship* on computer or tablet

1) START PRAYING!

LEADER TASKS AND RESOURCES

EQUIP and *inFellowship*

1. Familiarize yourself with all of the Life Group Leader Resources on <http://www.fishhawkfc.org/ministries/lifegroups/lifegroup-leaders-equip/>



2. - View EQUIP Ongoing Training and Announcements; then share announcements with your group
- Check out the other LGL Resources

3. Learn the ins and outs of:
- Starting Great and Building Your Group
- Recording attendance

4. Sign-up for *inFellowship* to view and manage the information for the group you lead

LIFE GROUP LEADER RESOURCES

Thank you for your willingness to answer God's call to serve as a Life Group Leader. It is our joy to come alongside you and to provide these resources to help you achieve your personal goals and experience success as a LIFEgroup Leader.



[TEAM Sign Up Sheet.pdf](#)

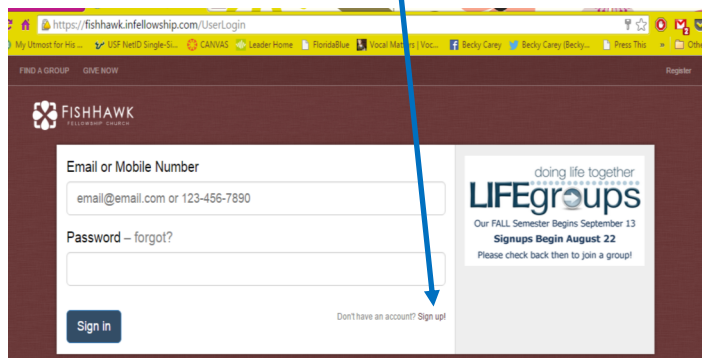
[Serving Together Opportunities.pdf](#)

WHERE TO RECORD LIFE GROUP WEEKLY ATTENDANCE

All Life Group Leaders are asked to record weekly attendance for their group. Record attendance by responding to the group attendance reminder email that is automatically sent to each leader or by logging onto *inFellowship* by clicking on the button below. Your group members' contact information is also available on *inFellowship*.

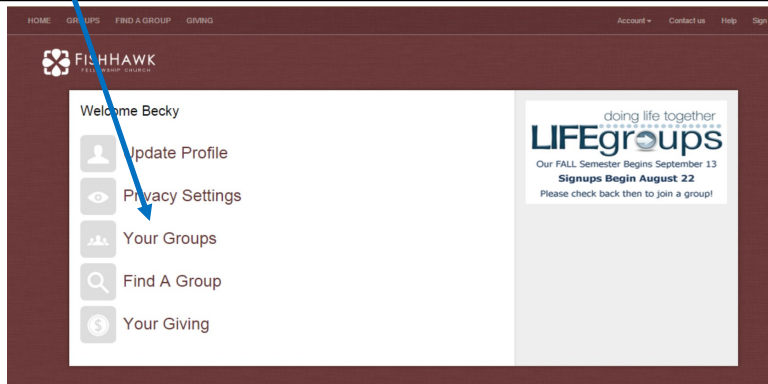
[Group Attendance Instructions.pdf](#)

[How to Start Great, Build Your Group & Add or Remove Members.pdf](#)



5. Enroll *Prospects and Record Attendance in "Your Groups" *More on managing Prospects is included in this manual

6. Facilitate Your Group in "Serving Together"
7. Ask members to complete the emailed Anonymous Online Life Group Member Survey at the end of the semester.
8. Complete the Online Life Group Leader Survey
9. Let us know if you will lead next semester and which members will remain in your group.



HOW TO START GREAT

Life Groups are promoted through:

1. Personal **INVITATION** by **WORD OF MOUTH**
2. **inFellowship** - “Find a Group” search engine
3. Other Promotions: Life Group Information Center, Announcements, Videos, Testimonies, Worship Guide, Catalogs, etc.

SIGNING UP YOUR GROUP MEMBERS

The Life Group office will create your group on our church database once we have received all of your group details. Watch your email or check the website for information on each semester’s start dates, and when groups go “LIVE” and group member sign up begins.

YOUR GROUP BUILDING TASKS on inFellowship

- ⇒ Use a computer or tablet to sign-up to use **inFellowship** (<https://fishhawk.infellowship.com>)
- ⇒ Check daily for new group member **Prospects* on **inFellowship** (use a computer or tablet)
- ⇒ Contact each group **Prospect* (by phone and email with 12-24 hours to answer any questions and confirm their interest in your group.
- ⇒ If they want to join, either enroll them directly (try using the search option first on **inFellowship**) OR let the **Prospect* know that you will send them an “invitation email through **inFellowship** in which they need to click a link...“decline” or “sign-up” to officially join your group.

****Member enrollment is an automated process that requires Group Leaders to enroll or invite & approve prospective group members through inFellowship. The Life Group Staff does not see, cannot initiate or complete the “invite/approve” automated group member enrollment process, only Life Group Leaders can.***

- ***Please approve group member enrollment on a first come, first serve basis***
- ***Let the LG Staff know if your group is full and needs to be removed from promotions.***

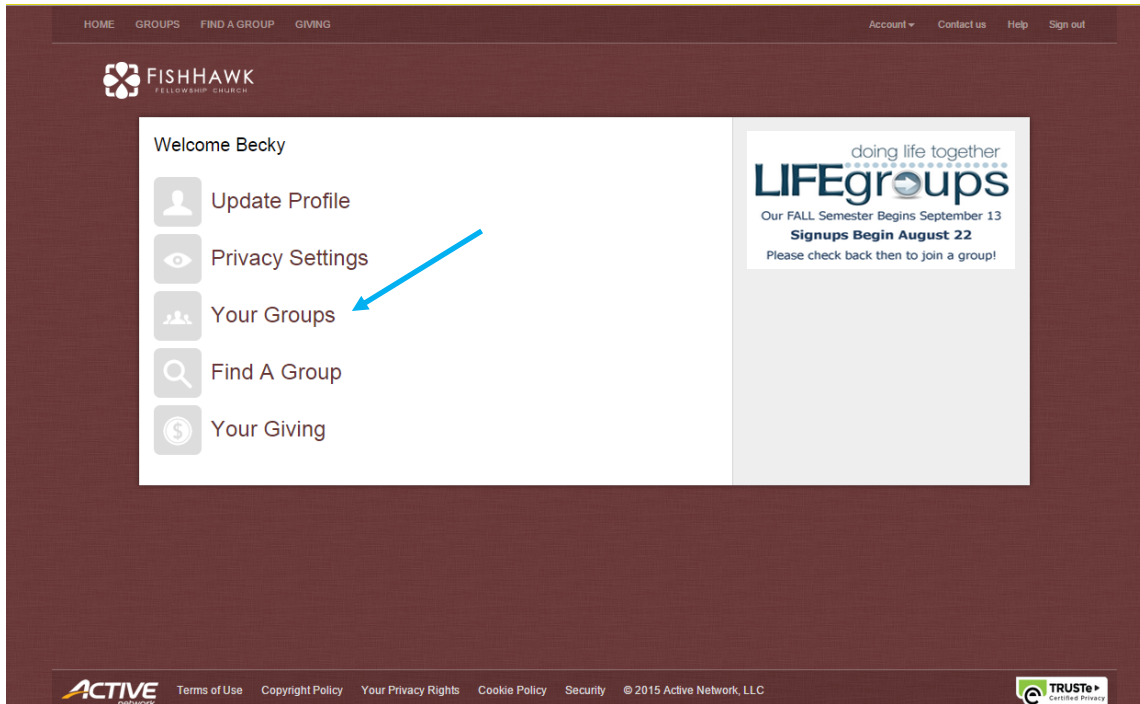
EMAIL EACH GROUP MEMBER:

- ⇒ Information about the study materials or book they should purchase for your group and a link for an online ordering option. ***(NOTE: The Life Group Office provides a digital link and copies of Sermon Based Studies weekly; however, if your group is a LifeCARE, Ladies, or Men’s topical study our office does not order group member books).***
- ⇒ A few days before the first meeting, email the group to remind them of the following:
 - Welcome them again to your group
 - Day / time of the meeting
 - What to bring (not to bring)
 - What to wear
 - Where to park, location / address / directions (an address/map of your group location is visible to enrolled group members when they log in to **inFellowship**)
 - Once again, send all group members the Sermon Based study guide link or Information about the study guide or book they will need to purchase and a link for an online ordering option. ***(the Life Group Office does not order group member books)***

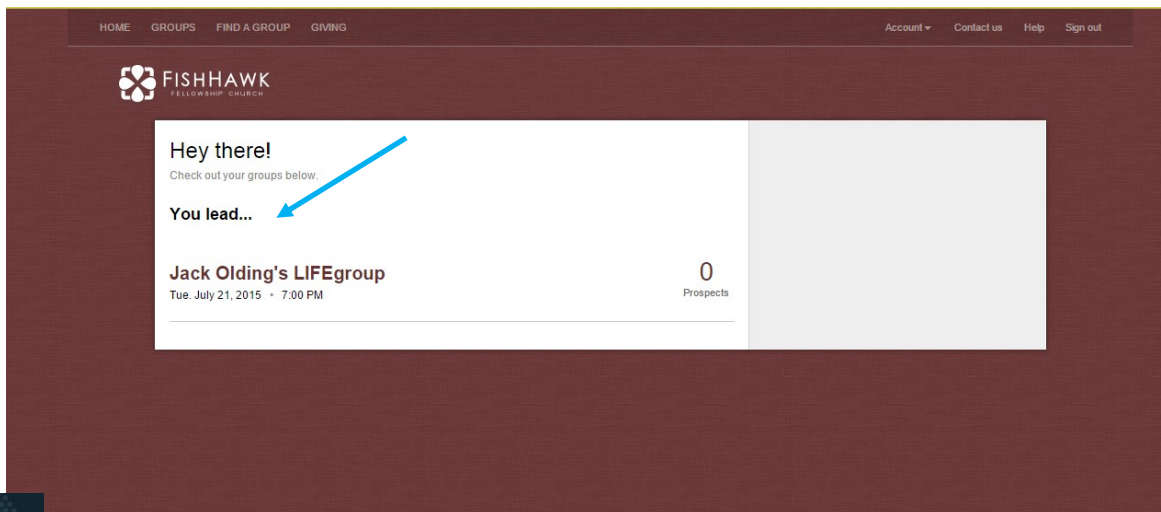


Group Prospect Enrollment Instructions

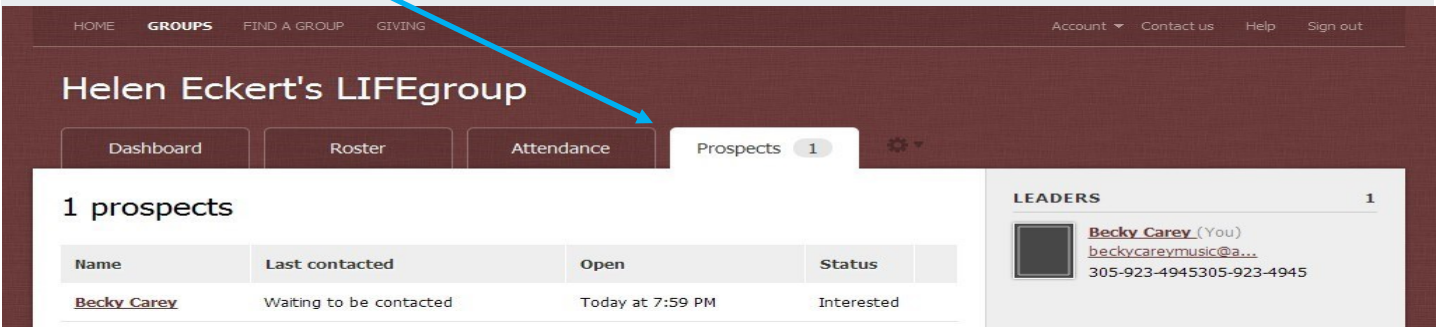
- 1) Sign In to your account on **inFellowship** (<https://fishhawk.infellowship.com>)
- 2) You will see the **Welcome** page. Click on **Your Groups**.



- 3) Select a group you lead



4) Check your “prospects” tab daily in order to respond to people wanting to join your group. Click the “prospects” tab, then click the prospect’s name.



5) Please contact prospects by phone within 12-24 hours. If they don’t answer, leave a message to introduce yourself and then follow up with an email. This step is key to making that **first connection**, to answer any questions, confirm their interest in your group, and then get them signed up. (NOTE: Prospect notifications are the first step in the connection process - new members are not officially signed up in your group until you enroll them either directly or by emailing an invitation link. Once they confirm they want to join your group...

⇒ First, try to **enroll them directly** into your group

- ♦ type in their name on “**Add or Invite someone to join**” which is found on your group’s DASHBOARD or ROSTER page (this will search our database for your prospect)

⇒ If you cannot find their name when you do a search, **email them an invitation** (this method prompts new members for their information and creates their database record)

- ♦ If you use the invitation process please let your group *Prospect know that you will email them an invitation to sign up - ***SAY: I am going to email you a link through inFellowship to join our group. You will need to click “decline”, if you do NOT want to join, OR click “sign-up”, if you do want to join our group.** Then, send them the link - to do this click “Allow” on the prospect page under “Allow prospect to join your group?”

