



Northview Groups

Group Finder – Important Leader Information

Thank you for making the launch of our Group Finder tool a success. Because of your willingness to be invitational, we have already helped many people find their best fit in a community. Thank you!

This document will have important links and information you need to know to ensure your group is accurately reflected in the Northview system. Please know that Group Finder has dramatically changed our process. From the start, our goal has been to simplify the process for those seeking to engage in the Northview community. We want to make it as easy as possible to connect those seeking group community with those leading groups with room for new members. We realize this will require our leaders to engage in more communications, and we cannot thank you enough for your willingness to help make these connections toward a community possible.

Group Finder

Here is the Group Finder tool link, where those 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 change the status of a pending group member to active or 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 group's team and schedule a meeting time.

<https://northviewchurch.us/leadagroup>

Group Descriptions

Every group should have a description. Even if your group is closed currently, it will need to appear on Group Finder when 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. What do you usually study? 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 and meet every other Tuesday evening from September through June. We usually discuss the current sermon series, find a study on Right Now Media, and occasionally share dinners."

Example 2:

"We are a group of married couples with children who meet weekly and discuss sections of the bible, and on occasion, we will have social nights to switch up the dynamic. We would love to welcome couples with children interested in growing in community and your 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 bi-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 have been listed as open to new members if their capacity shows available room. However, we realize there is often a season when a group should be listed as closed because of challenges or issues they may be dealing with. If your group should be closed and not appear on Group Finder, this must be communicated directly to your staff campus contact.

Group Finder – Adding New Members

If you are a group leader and receive a new member to your group from the Group Finder Tool, you will get 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- ask 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 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 group's 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.
- 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.