myRPC

Small Group Leader Guide

Welcome to myRPC! Thank you for choosing to serve in a leadership role at RockPointe Church. Along with this role come many opportunities to impact the kingdom, responsibilities in shepherding, and blessings in service. We hope this myRPC Leadership Guide will help equip you as you lead your groups well.

Table of Contents

I – myRPC Group Roles

There are a few titles in myRPC directly associated with group leadership roles. Please note that your title within myRPC is not directly connected with your ministry role. All myRPC titles are associated with the function they perform within the software.

Primary Roles

- **Group Leader (GL)**- The Group Leader's name serves as the primary contact for the group in a public search on myRPC or on rpc.fm. The GL is the default event organizer or needs coordinator . Each group has one GL.
- **Assistant Group Leader (AGL)**- Assistant Group Leaders possess the same privileges as the Group Leader. The roles an AGL fulfills varies for each ministry. For example, an AGL might be responsible for taking attendance within the group or substituting for an absent Group Leader. Groups can have an unlimited number of AGLs.

The following privileges will be enabled for GLs and AGLs within a group:

- View and edit groups' leadership and participants info
- Approve requests to join the group
- Add/remove/invite group participants
- View/create/edit/delete group events
- Invite and add guests to events & receive RSVPs
- Manage guest lists and edit invitation settings
- Print mailing labels or name badges
- View/edit/record event summaries (including attendance)
- View/create/edit/delete group messages, needs, positions, files and schedules

II - Group Management Tools

From your home screen, you can see your groups on the right-hand side of your screen. You can also open your Groups Dashboard by clicking the Groups link on the left-hand navigation panel.

Once you have selected a group, you have several management tools to choose from on your group's home screen.

Group Settings

This is the page people will see when they click on your group for more information.

There are a few items on this page that **should not be changed**:
- The format of your group's name. It looks like this –

SG: Mike and Mary Davis (Family)

15 participants | Community Groups
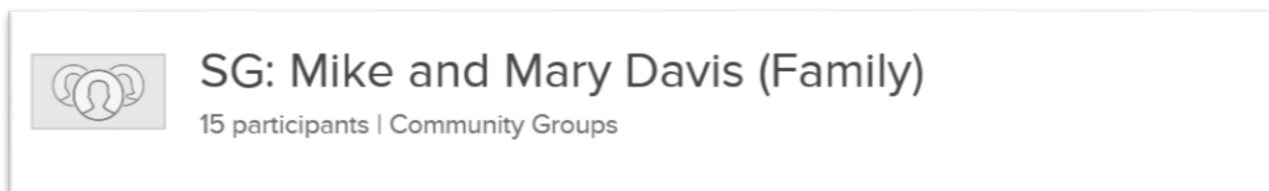
- The "**SG**" is important for keeping all Small Groups together in the public search for Groups.
- The life-stage category helps people easily identify with Small Groups in a list before clicking into the group profile.
  - Young Married
  - Family/Children
  - Family/Teens
  - Empty Nest
  - College
  - Single Moms
  - Women
  - Men

There are also a few items on this page that need to be **updated regularly.** The below can be found by clicking **Group Actions** located on the right side of your screen. Choose **Edit Group Settings:**
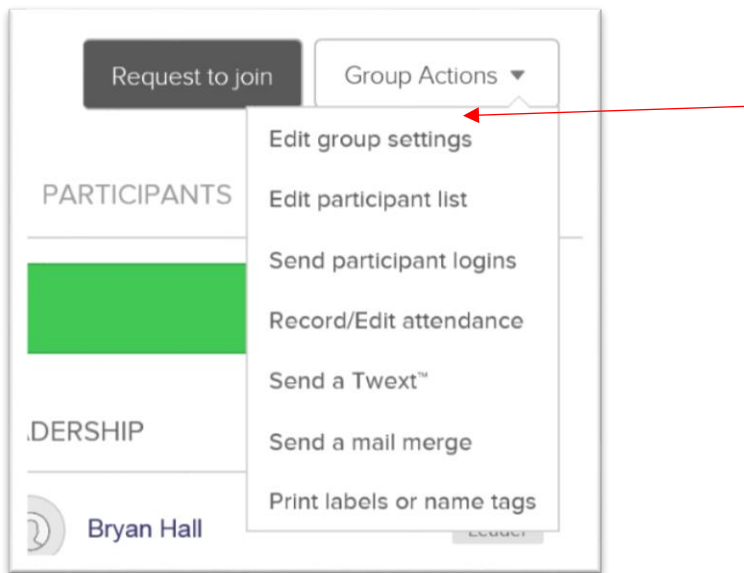
- **Group picture** – Every Small Group should have a picture!
  - **Groups Actions > Edit Group Settings > Browse for a picture on your computer**
- **Description** - Please use the prompts to provide a good description. You may choose to include an email address here as prospects will not have a way to contact you with questions unless they **Request to Join.**
  - **Groups Actions > Edit Group Settings >** Add your group description by using the prompts already in place. (You can keep the prompts, or delete them.)
- **Meeting Day:**
  - **Groups Actions > Edit Group Settings > When & Where** tab in blue header > Choose form drop-down
- **Meet Time:**
  - **Groups Actions > Edit Group Settings > When & Where** tab in blue header > Choose form drop-down
- **Area of Town:**
  - **Groups Actions > Edit Group Settings > When & Where** tab in blue header > Choose "Off-site"
- **City:**
  - **Groups Actions > Edit Group Settings > When & Where** tab in blue header > Type one city in which you most regularly meet
- **Public Search:**
  - **Groups Actions > Edit Group Settings > Options** tab in blue header > Uncheck "Public Search" and "Listed" boxes if your group is too big to accept any new visitors (Please check this setting as soon as possible)
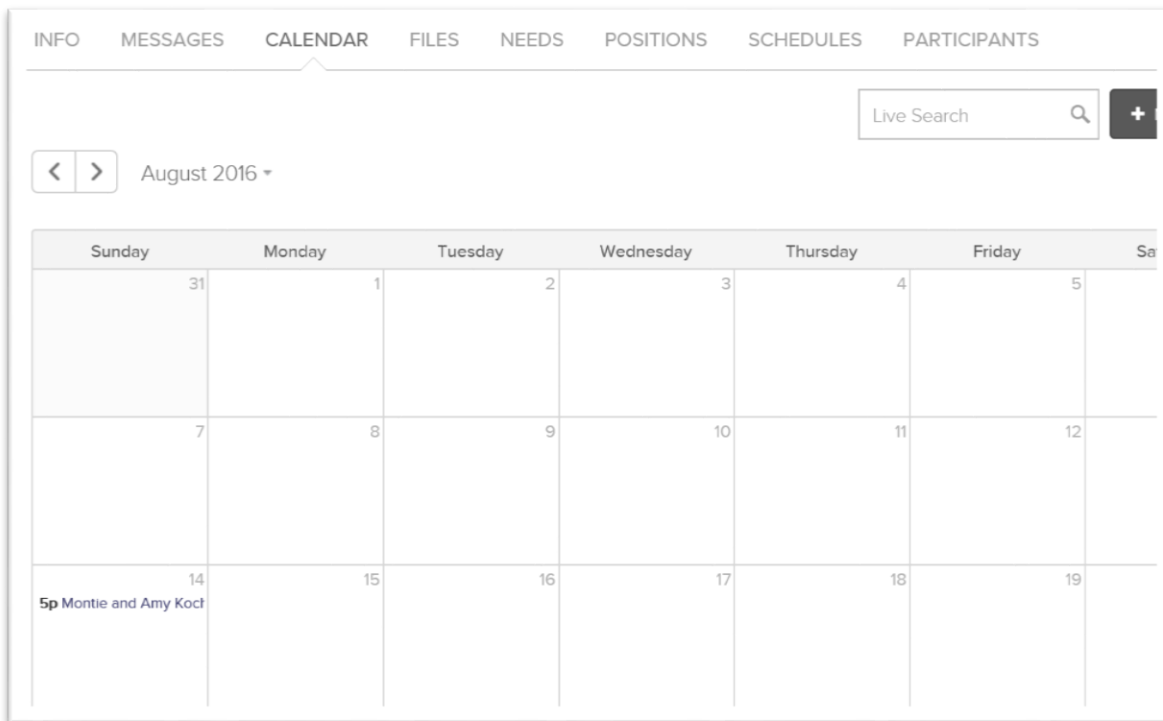
Attendance

The events for Small Groups are the meetings or other group activities. Events can serve as a calendar placeholder, event invitations, or as a vehicle to take attendance. For now, the Small Group Ministry will use the calendar and events only for attendance purposes.

Record Attendance from an Event

IMPORTANT: An event must be created and an attendance grouping attached to the event before you can post attendance. Events for our purposes are our group meetings. **All groups meetings will be created as events by your Ministry Team.** Although the entry of events is somewhat easy, there are some items that must be done to ensure attendance is set up to record correctly. We do not want to ask too much of our Leaders at this time, so for now, please just review the calendar for your group to ensure the meeting dates are correct and do not create new calendar events.

- Click the **Calendar** tab. If the regularity of your meetings are not correct, please contact your Ministry Team.

Attendance cannot be recorded for future events. The earliest that you can record attendance is on the day of the event and an hour before the event starts.
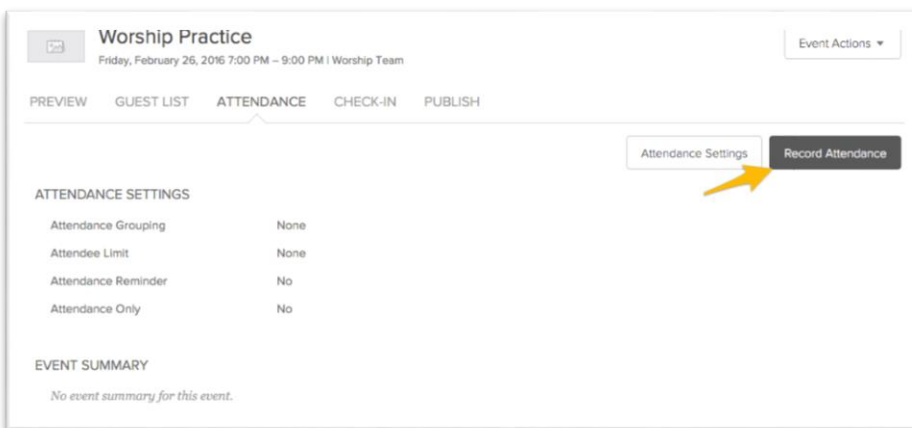
To record attendance from an event:
1. Select the group for which you wish to record attendance.
2. Click the **Calendar** tab.
3. Click on the name of the event for which you wish to record attendance.
4. Click **Manage Event**.
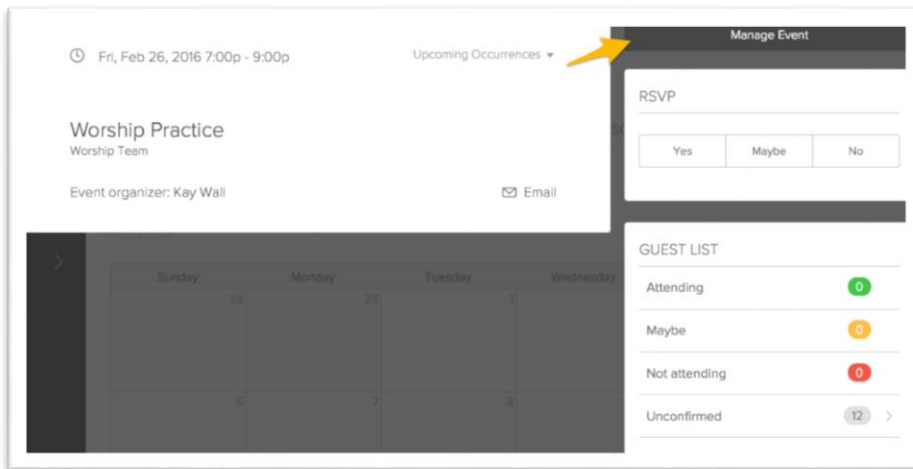
5. Choose the **Attendance** tab**.**

6. Click **Record Attendance**.

7. Because an Attendance Grouping is necessary to take attendance, if the event was not set up correctly, you will be prompted to select an Attendance Grouping for the event. If you do not have group admin privileges, contact your Ministry Team to assign an Attendance Grouping. Choose from the options available in the dropdown menu > click **Save**> then click **Record Attendance** again.
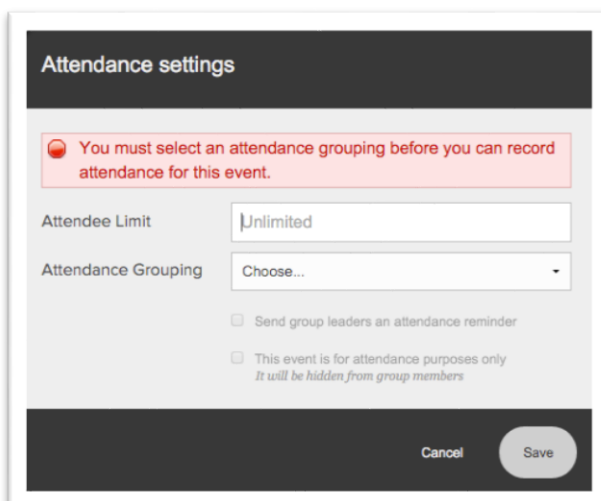
When Recording Attendance from an Event or a Group

- If your group did not meet, select **Did Not Meet.**
- Utilize **Head Count for Additional People not on this list,** when you have visitors. Also, record visitor names under **People Info.**
- Complete all fields.
- **(REQUIRED)** Send the **Email Summary to Leadership Only** option or to **Entire Group and Leadership.** If you choose to send to **Entire Group and Leadership,** and you have completed the **Praises & Prayer Requests,** then your group will get an email with your praises and prayers listed!
- If your meeting date changed, you can take attendance from the event of the original date.
- If you added an event, such as a social, you can simply send your Ministry Team the head count and names of visitors.

NOTE: Another way to take attendance is included in the Group Leader App section of this document.
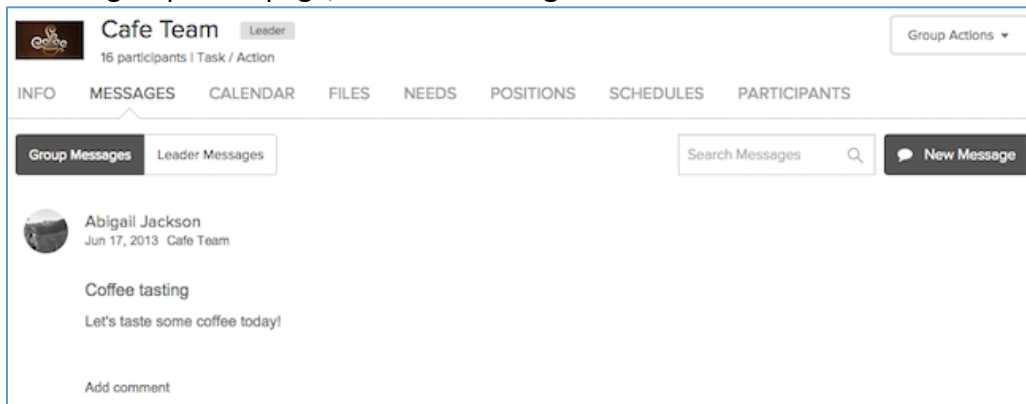
Messages

This message tab allows you to see all original messages and comments from other group members. To leave a comment, type your text in the message text box and click 'add this comment'. You may also attach a file to a comment by clicking, 'Attach files to this comment'. To go back to the main group page, click 'back to messages'.

Group Leaders: As a group leader, you have more messaging options. Those options are listed at the bottom of the messaging window. If you use the blue scroll bar on the right, scroll down and you will see your messaging options. Choose your options you would like to choose then click 'send'.
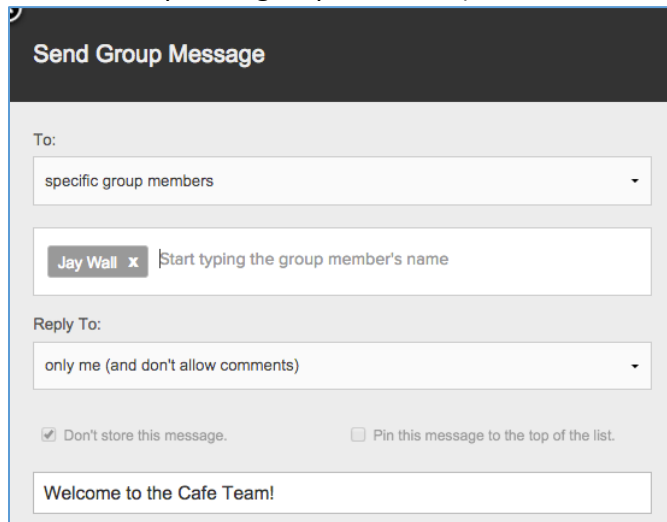
To send a message:

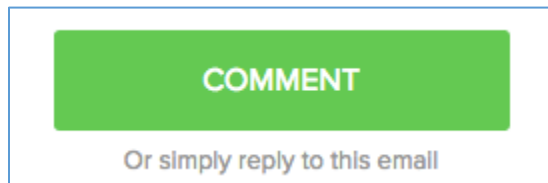1. From the group homepage, click the **Messages** tab.


2. Click **New Messages**.
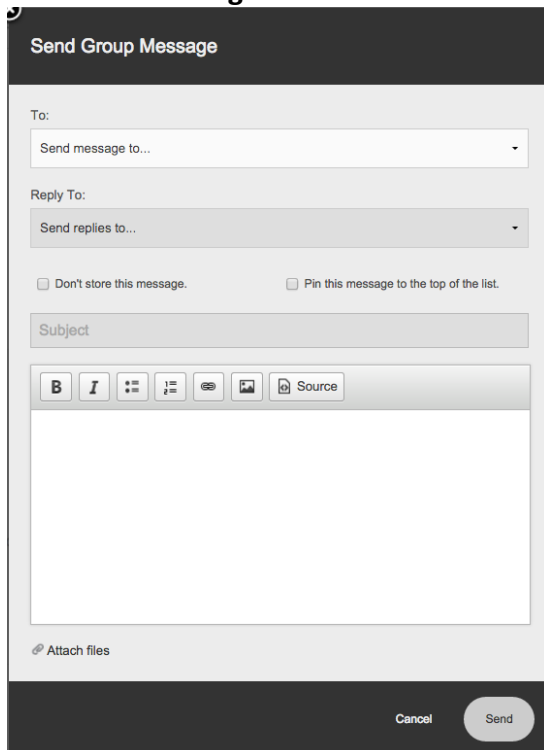
3. Using the **To** dropdown menu, select the recipients for this message (options include: all members, the leaders, or specific group members).

1. To allow comments, select 'All Participants' from the **To:** field. In the recipients' email, they will see the 'Comment' button.

6. Use the **Don't Store this Message** and **Pin this Message at the Top** option depending on who you send the message to and how your reply rules are set. Comments posted as replies to most messages are visible to all group members unless your Group Admin set the group as 'Announce Only'. If the message was sent only to GLs and posted to the message board, GLs are the only ones who receive the email, see the message in the group, and have the ability to add or view the comments.
7. Enter the subject and body of the email in the boxes provided. Use the formatting toolbar to add lists, bold, or italics to the text.
8. Add any attachments by clicking **Attach files** and choosing the file attachments by clicking **Choose File**. The files you attach are as links within the email body. These files will also be linked in the message and added to the group's file library.
9. Click **Send** to complete the process.
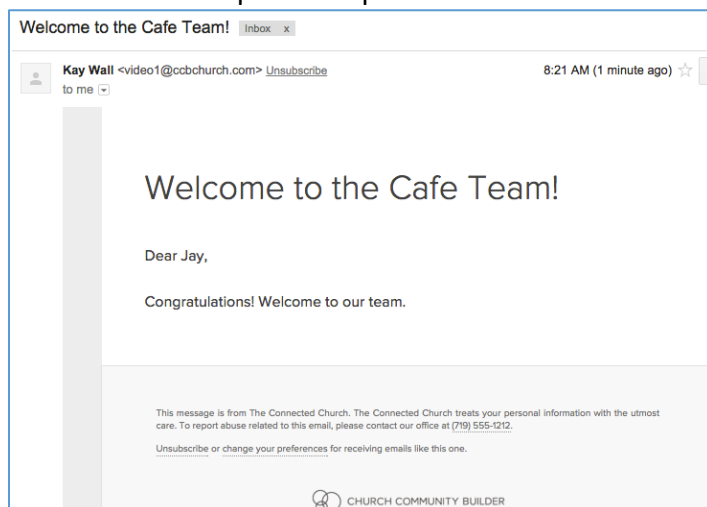
Files

For groups designated as *Listed* or *Open To All*, any person who clicks into the group can view and download a file.

For groups designated as *Invitation or Request Required* or *Unlisted*, only group participants (GLs and Members), Coaches, Directors, File Admins, and the Master Admin can view and download the file.

To view a file:
1. From the group homepage, click the **Files** tab.
2. Click the file name.

To upload a file:
1. From the group homepage, click the **Files** tab.
2. Click **New File**.
3. Enter the file information in the boxes provided and click **Save**.

NOTE: Only GLs or AGLs can upload files unless the group settings otherwise specify.

Needs

Each group's Director and/or Coach designate how to use this tool. Whether preparing for a potluck, collecting food donations, conducting a meal train, doing a neighborhood cleanup, Needs encompasses endless possibilities.

To add a new need:
1. From the group homepage, click the **Needs** tab.
2. Click **New Need**.
3. Enter the need information in the boxes provided and click **Save**.

To view and fulfill a need:
1. From the group homepage, click the **Needs** tab.
2. Click the need name.
3. Click the check box next to the need you want to fulfill.

To inform a group of a new need or to assign people to a need, use one of the options from the action dropdown menu on the right.

Participants

GLs may have system permissions to add participants to a group if granted by the group creator. In many cases, the ministry leader manages the participant list.

Add or invite People by Name

NOTE: Choosing to invite someone by name sends an invite *only* if an email address exists in their profile.

To add or invite people by name:

1. From the groups homepage, click the **Participants** tab.
2. Click **+ New Member**.
3. Click **People by name**.
4. Select **Add directly** or **Invite**.
5. Enter the new member's name and hit ENTER on your keyboard or click the name from the list. Repeat this procedure for additional new members.
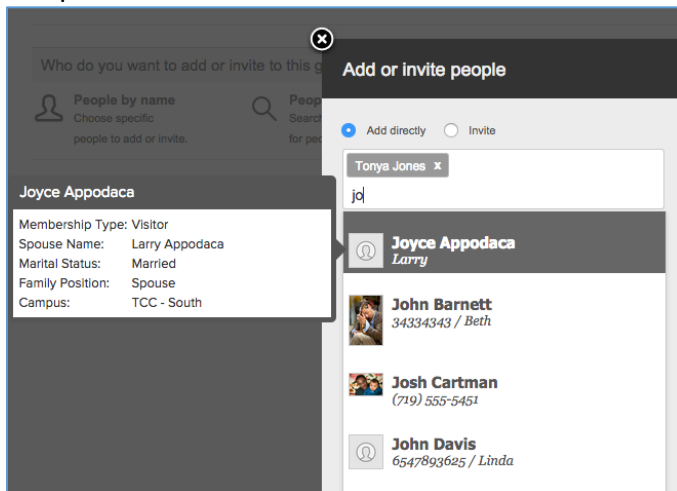

3. Click **Add Now**.

Add or Invite People by Search

The search tool works just like searching for people by name, except you will be able to search for individuals through filters based on specific criteria.
To add or invite people by search:

1. From the groups homepage, click the **Participants** tab.
2. Click **+ New Member**.
3. Select **Add directly** or **Invite**.
4. Click **People by search**.
5. Select **Add directly** or **Invite**.
6. Click **Choose Search Criteria**.
7. On the Search Criteria screen, use the tabs to view and enter all search criteria into the appropriate boxes.
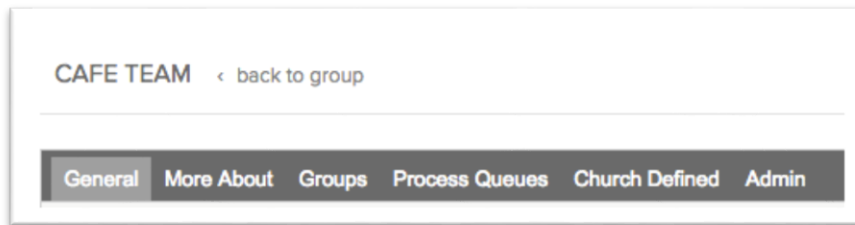
5. Click **Search & Review Results**.
6. Using the checkboxes, select the people you want to add or invite.
7. Click **Add people.**

Remove Participant

1. From the groups homepage, click the **Participants** tab.
2. Click **+ New Member**.
3. From the **Actions** on the right-hand side of the screen, click **Edit the participants list**.
4. Using the checkboxes, select the people you want to remove.
5. In the dropdown list above the names, select **Remove from group**.
6. Click **OK.**

NOTE: You can also click **Group Actions** from the groups homepage to remove participants.

III - Communicating With Your Group

Email and Messages

For detailed instructions on sending messages to the group, see the Messages section in this myRPC Leader Guide.

Mail Merges

A mail merge is an email message that is personalized for recipients. Mail merge messages are not posted on the **Messages** tab for the group. The recipient of a mail merge can only reply to the sender.
To send a mail merge message:

1. From the group homepage, click the **Group Actions** dropdown menu.
2. Click **Send a mail merge**.
3. Select **Create a new mail merge** and click **Continue**.
4. Enter your message in the text box.
5. To personalize the message, click the **add a field** dropdown and select the desired field. Click **Step 2 Choose a recipient**.
6. Select the desired recipients from the **Add Recipients** list and select the appropriate checkboxes.
7. Click **Add Recipients**..
8. Select the desired recipient from the **Recipient** list and click the **Step 3 Send** tab.

To export the contact information and print labels, choose the **Export Version** by clicking the empty space next to **no**. Then click **Send**. This action prompts you to select Excel as your export program and click **open file**. Save the file on your computer and attach it to any mail merge document you have saved on your computer.

Twext™

Twexts™ allow Group Leaders, Coaches, and Directors to send text messages and/or post to a group's Twitter feed depending on how group participants have set up their myRPC communication settings.

To send a twext™:

1. From the group homepage, click the **Group Actions** dropdown menu.
2. Select **Send a Twext™.**
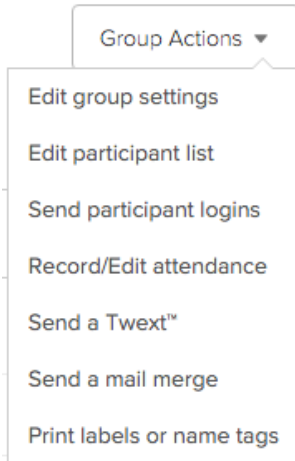
Depending on how the participants have set their communication settings and whether or not a Twitter account is connected to this group, determines how the **Twext™ Message** window appears. The window display options are as follows:
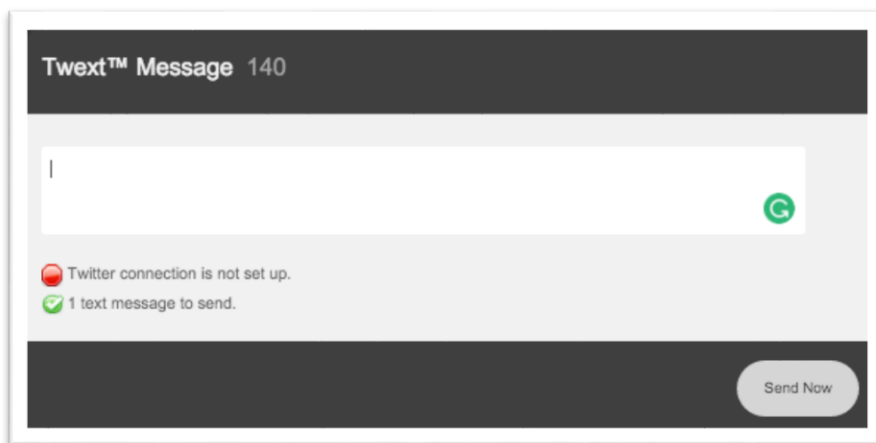
No Twitter Connection or Text Messaging
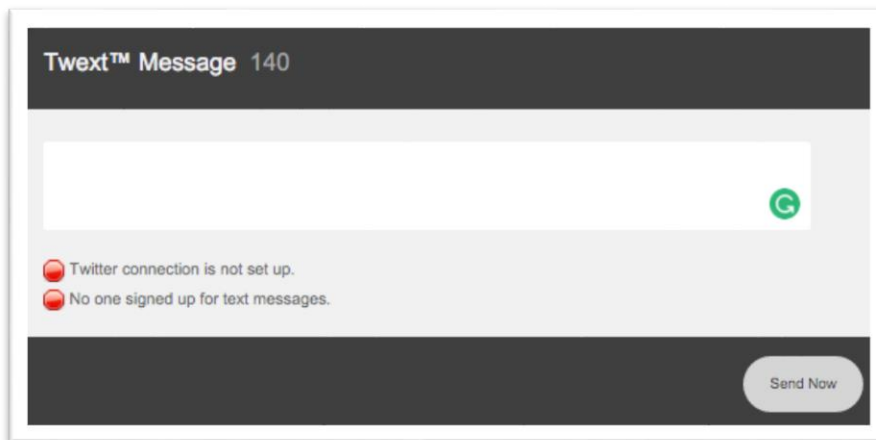
NOTE: Because no outlet exists for these messages, clicking **Send Now** will not post to Twitter or send any text messages. The following message appears on the group overview page:
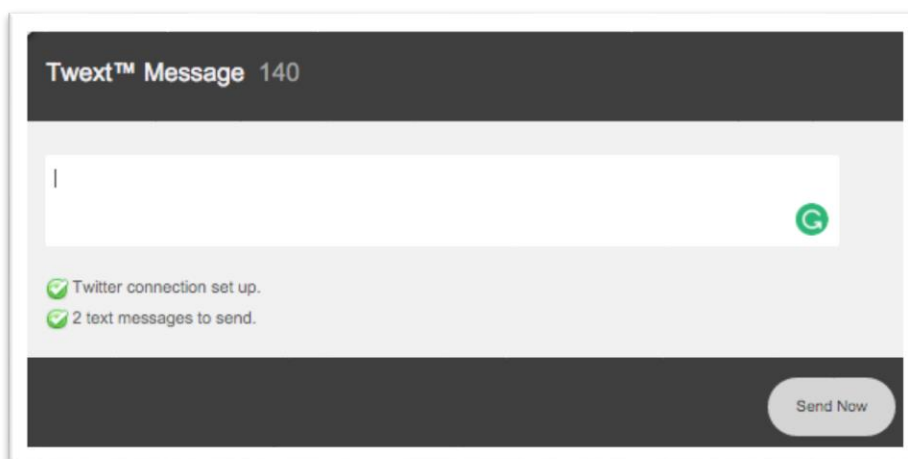

Twitter Connection Set Up with no Text Messaging
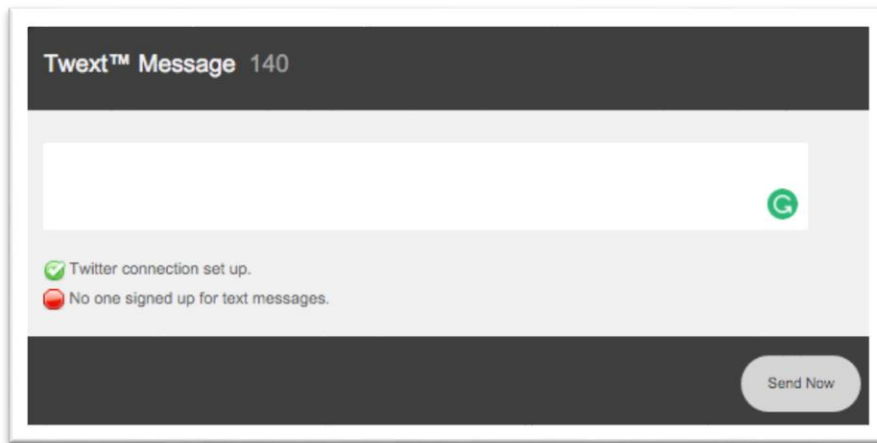
No Twitter Connection with Text Messaging

Twitter Connection Set Up and Text Messaging

2. Click **Send Now** to update the group's Twitter feed and send a text message depending on the group Twitter and individual participant communication setup.

V - Group Leader – App

*** Currently, the app is available in U.S./Canada iTunes stores **and** U.S./Canada Google Play only. ***

Locate the app by searching the app store for **Church Community Builder**. You will be asked for the prefix. It is **rpc**.

The Group Leader app allows sending message to group members, taking group attendance, accessing and editing group member profiles , and viewing upcoming special dates.

To use this app, a user must:
- Already be signed up at myRPC.org
- First connect to your church's site using the subdomain for your site: **rpc.ccbchurch.com**.
- Enter username and password for myRPC.org to view and access groups you lead.

Managing Join Requests

To approve or decline join requests: Select the group for managing requests.
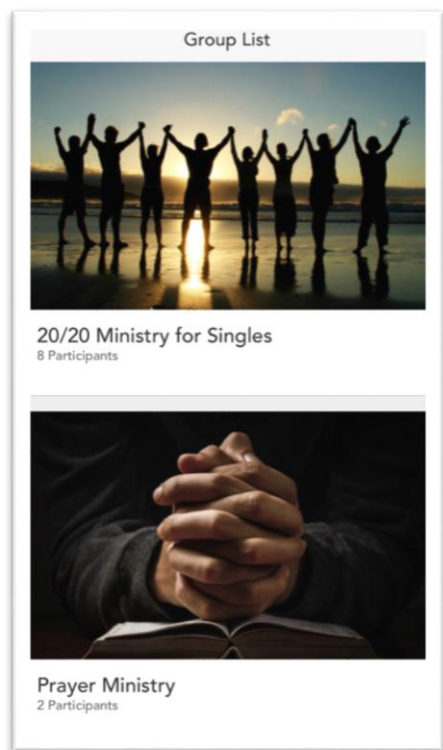

NOTE: If the group doesn't appear, contact your Ministry Team to ensure the following:

- You are designated as a Group Leader for this group
- This group is a Members Interact group
- The "Contact Details" group leader setting is enabled
- The group is designated as an active group

When people request to join a group, a red circle with the number requesting appears on the **People** row.
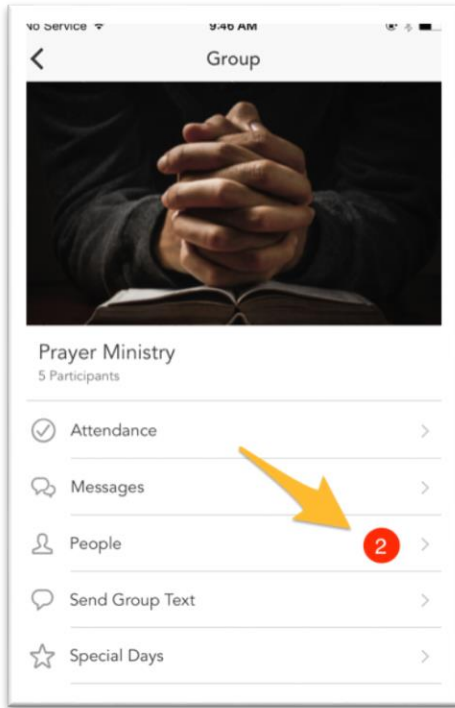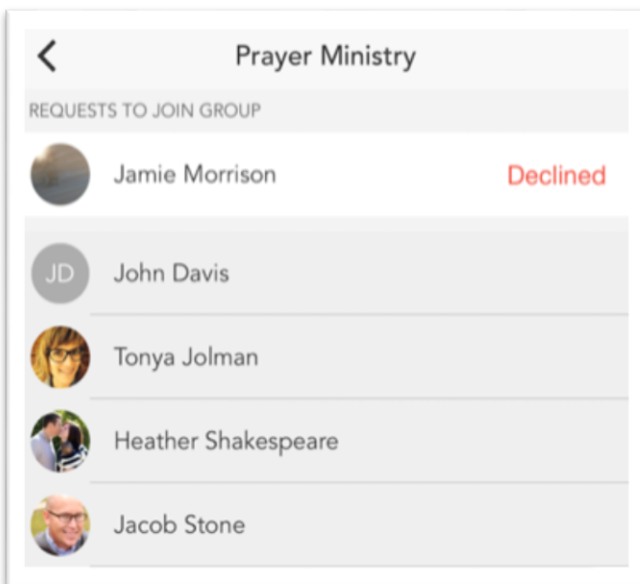
1. From the group page, click **People** to see the list of people requesting to join a group.
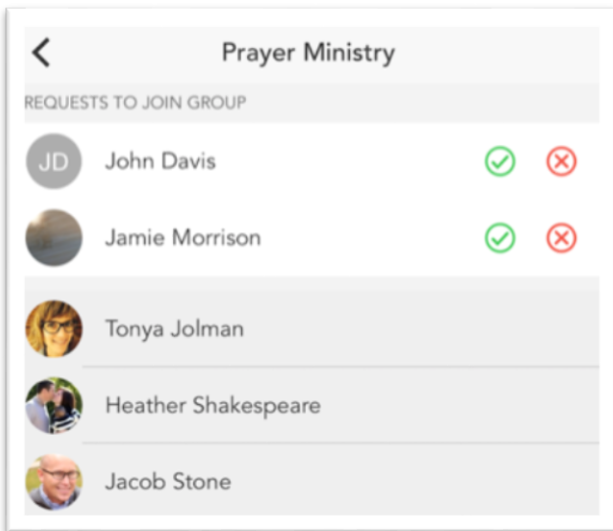
2. Click the green checkmark next to the name of the person to approve a membership request. The message **Approved** appears briefly and the participant moves to the alphabetized group member section.
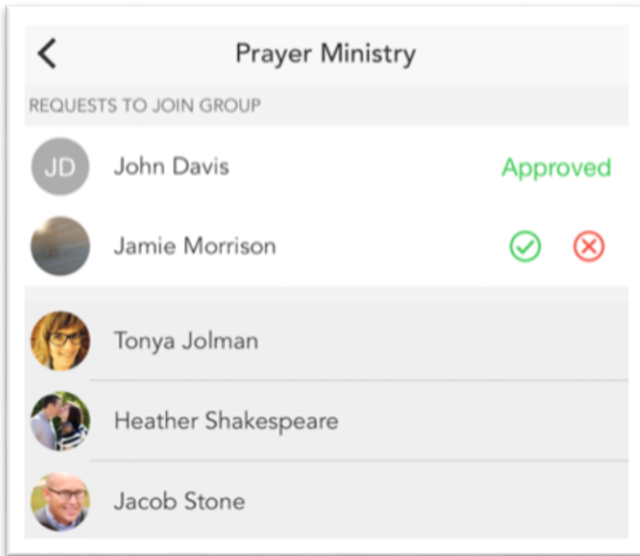
3. Click the red 'x' next to the name of the person to decline a membership request. The message **Declined** briefly appears and the participant is removed from the **REQUESTS TO JOIN GROUP** section.
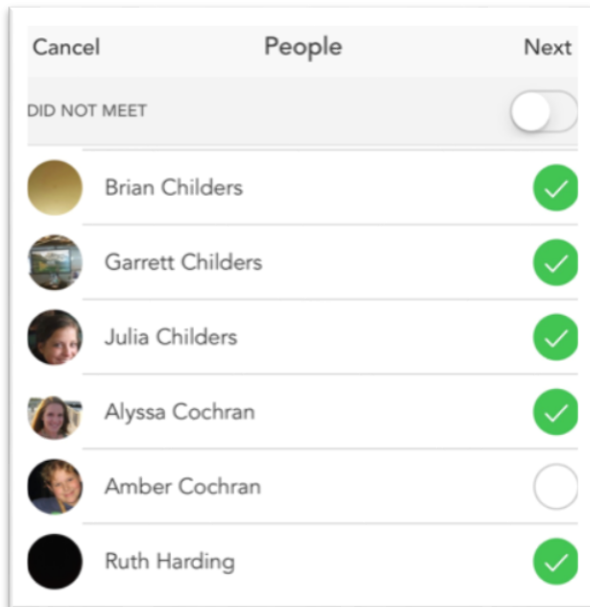
Taking Attendance

To take attendance:

1. Select the group for which you would like to take attendance.
2. From the group page, click **Attendance** to see the list of events in the group.
3. Click the event you want to record attendance for.
4. Select the people present and click **next**.

5. Enter the number of visitors and click **next** to access the Event Summary page. Use this page to add notes and praise/prayer requests from the event.
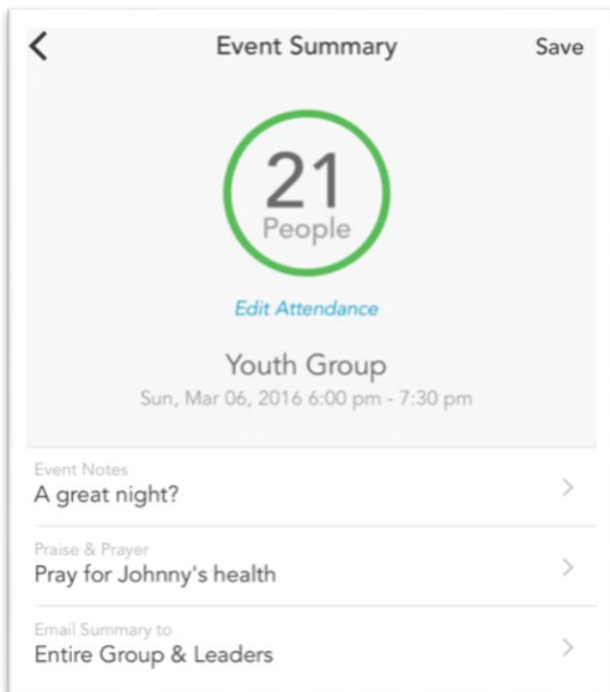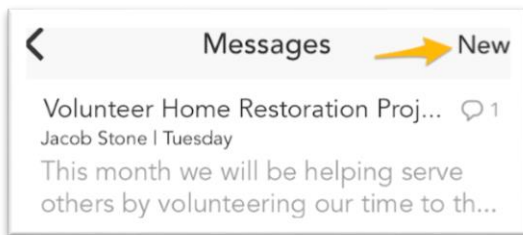
Sending Group Messages
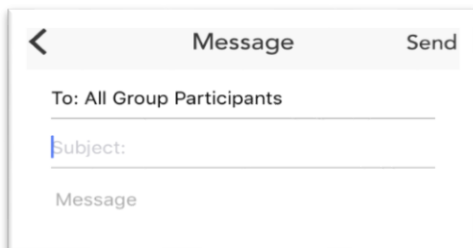
To message the group:

1. Select the group for which you would like to send a message.
2. From the group page click **Messages**. All group messages will be listed out, ordered by most recent activity.
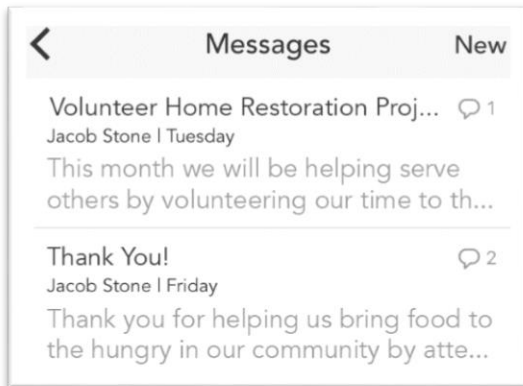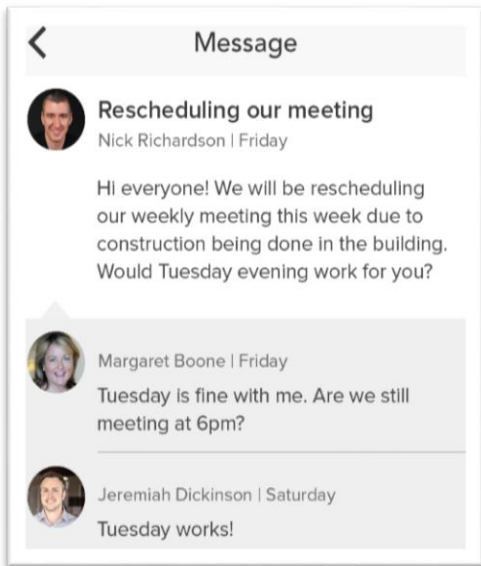

3. To send a group a group message, click **New**.

4. Enter a subject and message text and click **Send.** Messages send according to each group member's communication settings and now appear in the app and the **Messages** section of myRPC.org.

5. Click on the message to view the entire message thread.

Message

Rescheduling our meeting
Nick Richardson | Friday

Hi everyone! We will be rescheduling our weekly meeting this week due to construction being done in the building. Would Tuesday evening work for you?

Margaret Boone | Friday

Tuesday is fine with me. Are we still meeting at 6pm?

Jeremiah Dickinson | Saturday

Tuesday works!

Viewing and Updating Participant Information

To view or edit participant information:

1. Select the group for which you would like to view or edit participant information.
2. From the group page, click **People**.
3. Click the name of the person whose information you'd like to view or edit.

NOTE: From the participant's profile, you can also call, text, or email participants.

4. To edit a participant's information, click **Edit**. Updating a participant's information also updates their information in myRPC.
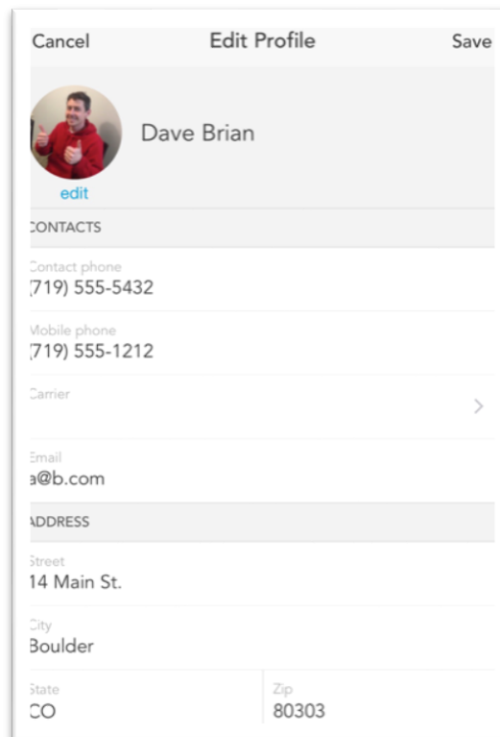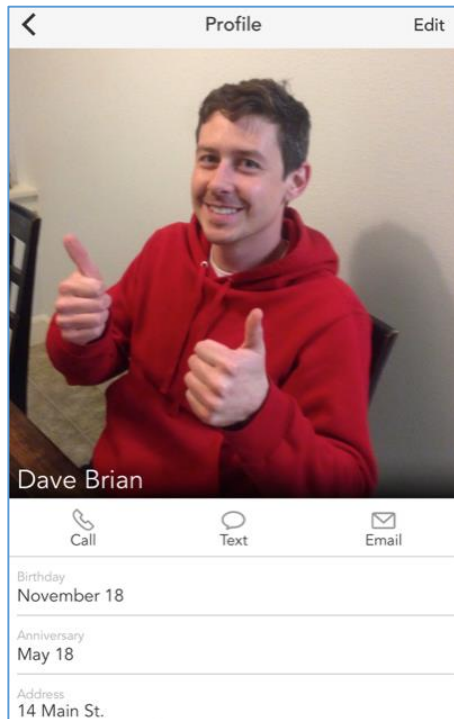
To view or edit a participant's **Special Days** information:

1. From the group page, click **Special Days.**
2. Click the name of the person whose information you'd like the view or edit.
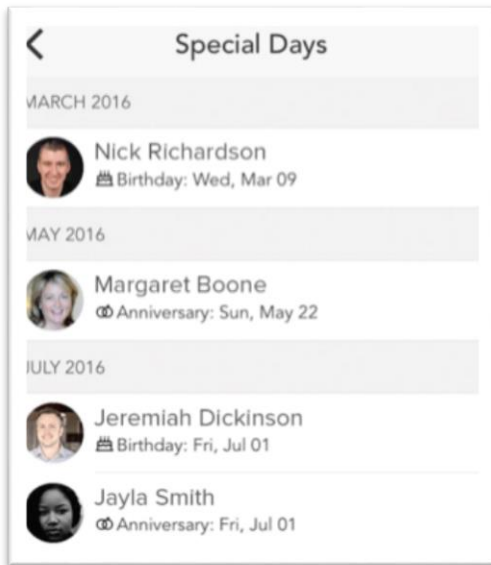
Sending a Group Text

To receive a group text, each participant must meet the following criteria:
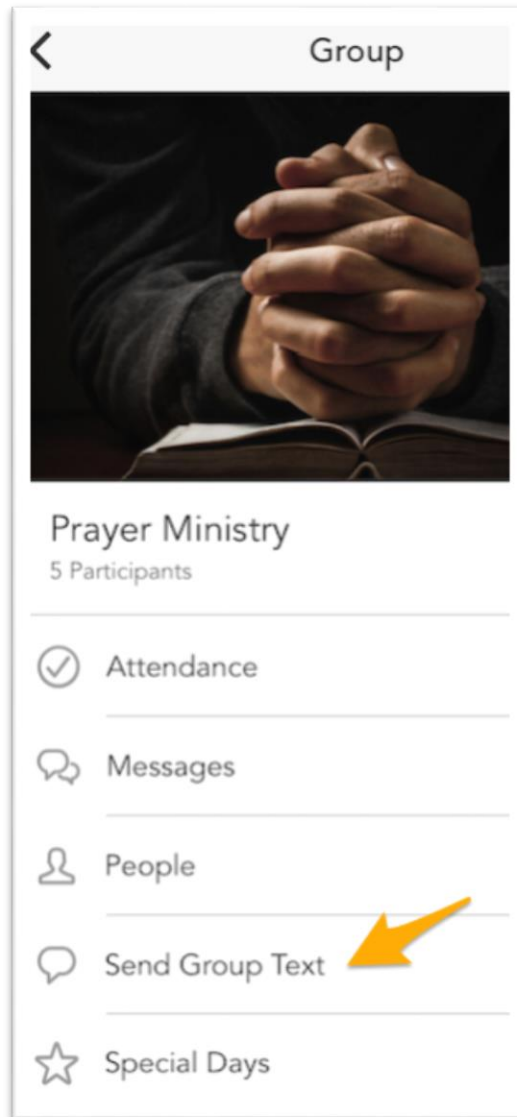
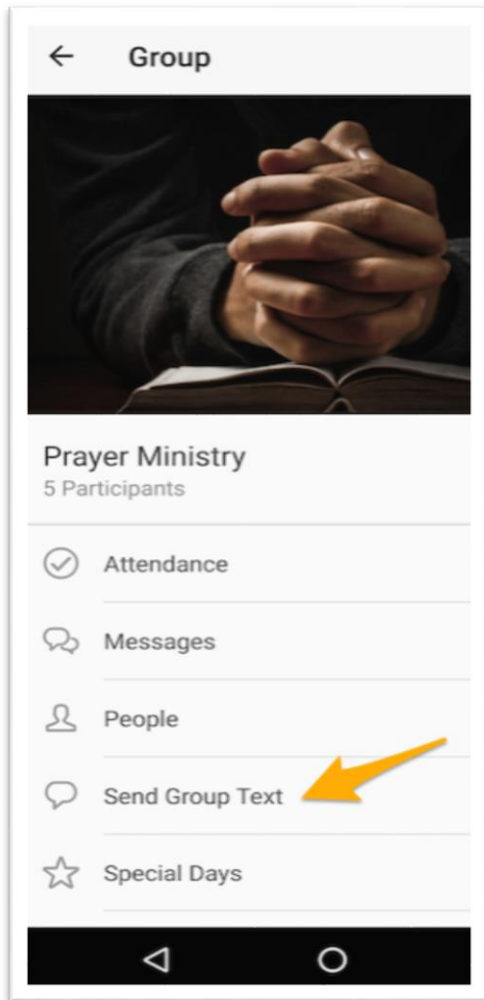- Must have a mobile number on their profile

- Must have a mobile carrier on their profile

- Must have communications settings set to receive text messages from GLs

To send a group text:

1. Select the group for which you would like to send a group text.
2. From the group page, click **People**.
3. Click **Send Group Text** from the list.

Android OS   **iOS**
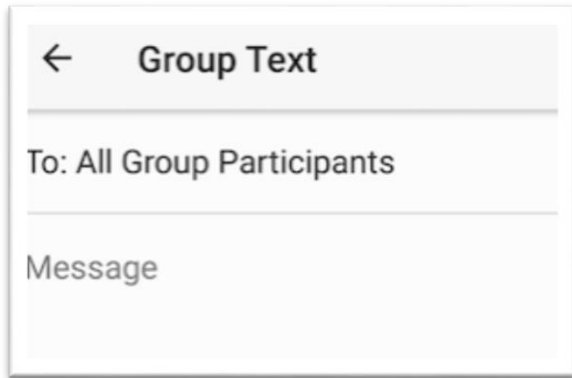
1. Enter the text for your message and click **Send.**

NOTE: Currently emojis are not supported when sending a text through the App.

Android OS   **iOS**
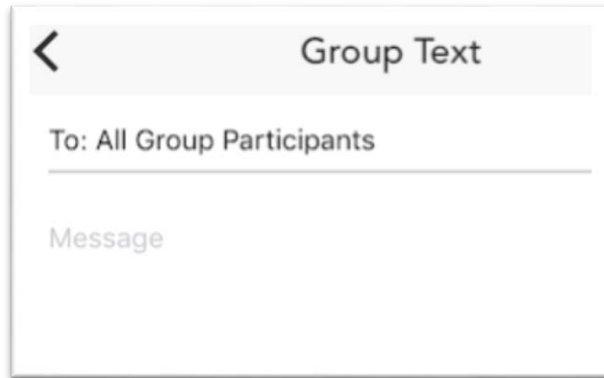
On the group page, a notification appears briefly at the bottom of the screen indicating the number of participants who received the text.

Android OS   **iOS**

APP Frequently Asked Questions

1. Why are my groups not showing up?

Check the group settings or ask your group creator to do so. See below for correct group setup:

Group Leader Privileges

Allow Group Leaders to:

- **Group Settings** ☑ Edit group settings
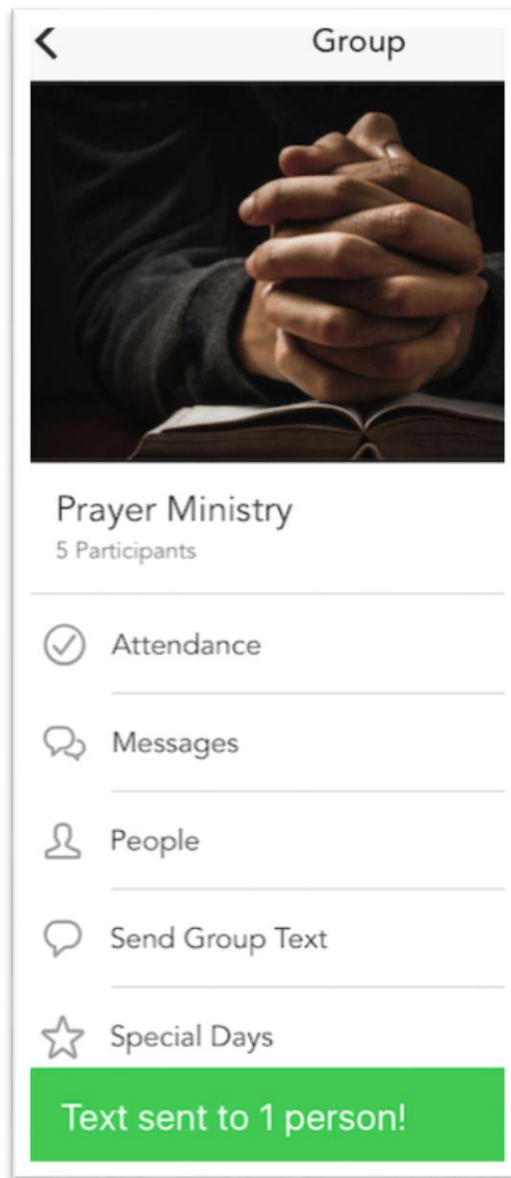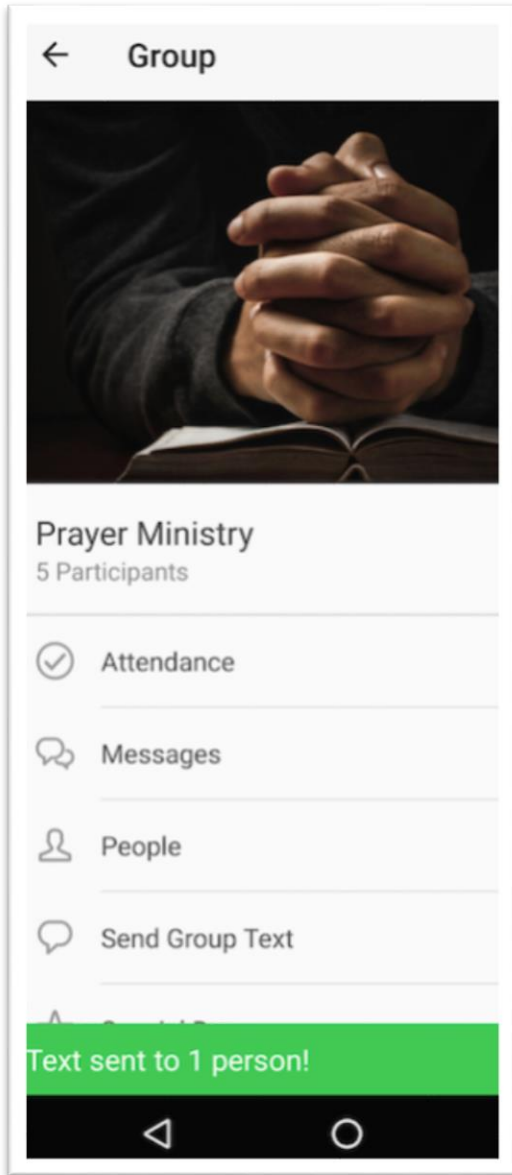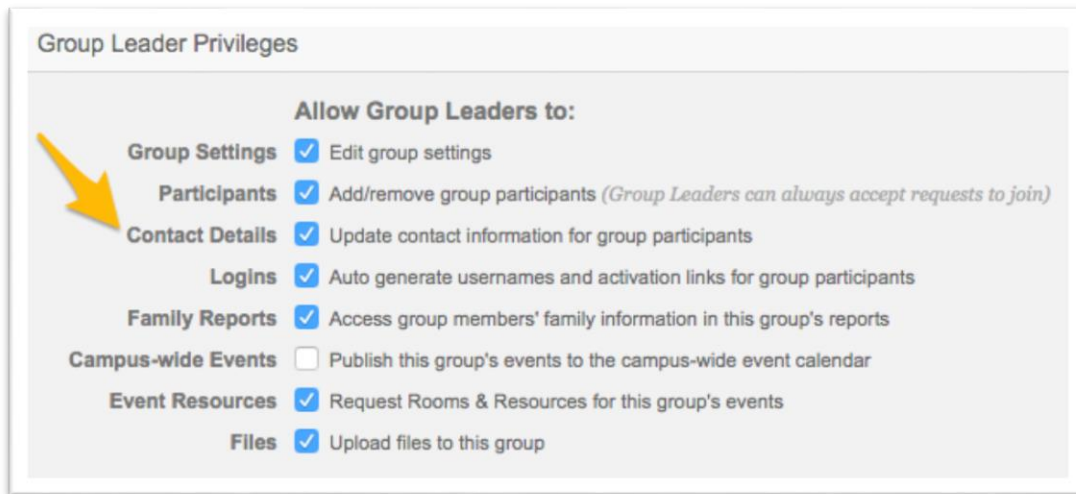- **Participants** ☑ Add/remove group participants *(Group Leaders can always accept requests to join)*
- **Contact Details** ☑ Update contact information for group participants
- **Logins** ☑ Auto generate usernames and activation links for group participants
- **Family Reports** ☑ Access group members' family information in this group's reports
- **Campus-wide Events** ☐ Publish this group's events to the campus-wide event calendar
- **Event Resources** ☑ Request Rooms & Resources for this group's events
- **Files** ☑ Upload files to this group

1. You must be a **Group Leader** (either the main GL or AGL works).
2. The group must be a **Members Interact** group. To setup correctly:
   - Click **Group Actions**.
   - Click **Edit Group Settings.**
   - Click the **Options** tab and make sure the **Interaction Type** is set to *Members Interact.*
3. The GL privileges must allow the group leader to edit **Contact Details.** To setup correctly:
   - NOTE: A groups admin must perform this step.
   - Click **Group Actions**.
   - Select **Edit Group Settings.**
   - Click the **Admin** tab and make sure the **Contact Details** is set to *Group Leader Privileges.*

2. Why are group leaders able to edit participant contact information?

Group Leaders only have the ability to update contact information. Most information contained in a participant's profile is un-editable to Group Leaders. These editing capabilities are intended to keep participant data in myRPC as accurate as possible.

3. How do I log out of my site?

This app intentionally keeps users logged in for convenience. If you need to log out, you must reset the app settings:

iOS
1. Go to **Settings.**
2. Scroll down to click **Group Leader.**
3. Click **Reset User Settings.**

Android
1. Go to **Settings.**
2. Click **Apps or Application Manager** (depending on the device).
3. Click **Group Leader.**
4. Click **Clear data.**