



# HOW TO USE MY GROUPS

## My Groups

My Groups is all about the small groups at St John's. The top of the page, shows the group(s) that you are already a member of or are signed up to. Click on a group to see an overview of the key details, such as time and meeting location. You are only able to view groups that you are a part of from within My ChurchSuite.



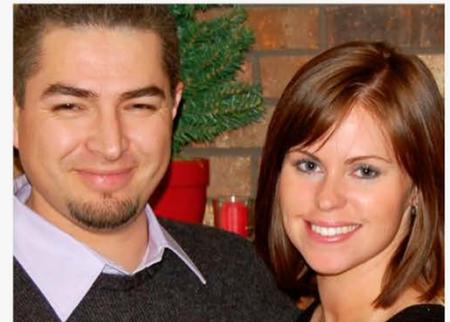
### Beeston

- 📅 Meets Mondays in term time only
- 📍 Bill & John's House
- 🕒 Started May-2009
- 🏷️ Activate Category Classic



### Bob & Kate's Small Group

- 📅 Weekly on Thursday
- 🕒 8:00pm
- 📍 28 Mansfield Gardens, Bulwell
- 🕒 Started Oct-2015



### Carlton

- 📅 Weekly on Tuesday
- 🕒 8:00pm
- 📍 Paul & Fiona's home
- 🕒 Started Sep-2016

## Members visibility

If you're a member of a small group, you'll be able to view a list of fellow group members on your small group page. Clicking on a member's name in the list will pop up their contact details, this is of course subject to their privacy settings within My ChurchSuite. No children's contact details are ever shown.

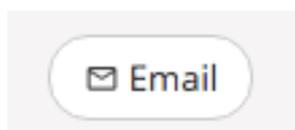
## Members

22 Members

	Emma Alexander		
	Gemma Alexander		<a href="mailto:gemma.alexander@gmail.com">gemma.alexander@gmail.com</a> 07775 354 829
	James Andrews		<a href="mailto:james.andrews@andrews.com">james.andrews@andrews.com</a> 07876 609 163
	Oscar Baker Clarke		<a href="mailto:oscar.baker@gmail.com">oscar.baker@gmail.com</a> 07590 321 628
	Amelia Baker		
	Harry Baker		<a href="#">Co-Leader</a> <a href="#">Worship</a>
	Olivia Baker		
	Rachael Baker		<a href="mailto:rachel.baker@gmail.com">rachel.baker@gmail.com</a> 07587 801 882
	Jamie Bradley		<a href="mailto:jamie.bradley@btinternet.com">jamie.bradley@btinternet.com</a>

## Email Communication

My ChurchSuite makes it easy to communicate with your small group. The group email button can be located in the top right corner of the small group page. This is ideal for circulating prayer requests or group information.



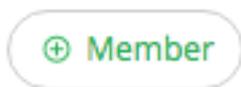
Some points to note about the email function:

- Originators of group emails can set whether replies go to just themselves or to all other group members.
- Only group members can use the group email address - it's a closed group email system.
- It's not possible to add attachments to emails, but you can include hyperlinks; perhaps to files stored in Dropbox, for example.
- It's not possible to restrict email circulation - it goes to all current group members that have an email address. Therefore, one-to-one private messages cannot be sent using this feature.
- On receiving a group email, the message makes it clear whether replies are sent to the entire group, or just the sender.
- Group emails sent, and any replies, are all recorded in your 'My Communication' page.
- Group emails are sent to all group members who have a valid email address and have not opted out of receiving church emails in their communication settings.

- Group emails sent with "Send replies just to me" will disclose the sender's email address in the reply-to field of the email so that replies are routed back to just the sender (irrespective of whether "email is visible in My ChurchSuite" has been set to not be visible) - it's not possible to send an email requesting replies to "just me" and not have your email address disclosed.
- A group email sent with "Send replies to me and all other [group] members" will disclose the private group email address in the reply-to field of the email so that replies are routed back to all group members without disclosing all the group member email addresses.

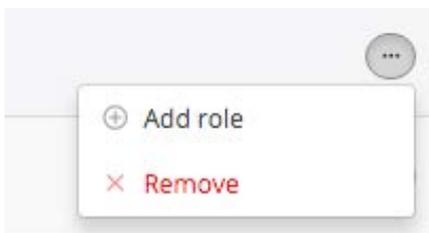
## Adding new members to your group (Small Group Leaders Only)

Click on the small green plus sign (+) to search for new members. When adding new people to the group, you'll only see, or be able to search, for those people who have signed up to My ChurchSuite and whose privacy settings permit. You'll need to speak to the church office if you can't locate a new member through searching, or get the individual to sign up for My ChurchSuite through our website.



## Removing group members (Small Group Leaders Only)

Removing members from your group can only be done by group leaders. To do this, click on the three dots next to an individual's name, and then select 'Remove'.



My ChurchSuite will always ask for a confirmation, to double check you definitely want to remove someone. Removing a group member prevents them from being able to participate in group emails. If you don't feel comfortable removing someone, you can always contact the church office who can assist you.

## Assigning roles to members (Small Group Leaders Only)

Group leaders can easily amend the roles of their members by clicking on the three dots next to an individual's details. This will ask if you wish to 'Add role' or 'Edit roles' (if one has already been assigned). Roles such as Leader, or Host can be assigned to someone through My ChurchSuite.

