NATIVITY
SMALL GROUPS

Managing Your Group Data

GROUP INFORMATION
WEBSITE & TOOLS

Twice a year we ask leaders to update group info before our Fall Group Launch (Aug/Sept) and the Lent Group Launch (Jan/Feb). It is important to update the member roster, meeting day&time and the description of your group when it is open.

Update your group info anytime using the App:

- Download the **Nativity App** - go to Group Management by clicking your account icon or photo in the top right corner. Click My Groups and use icons across the top to edit.

- Groups are listed on the public Nativity website when they are open to new members. Check out our **GroupFinder** website to see if your info is correct.

RECEIVING
GROUP INQUIRIES

- Leaders receive inquiries from new potential members directly to their email and are expected to contact the person within 48 hours to arrange their first meeting.

ADDING GROUP
PARTICIPANTS

- Update your member roster (add and remove people) real-time if possible so everyone receives engagement and communications related to small groups. You'll need a name, phone number and their email address to add them. When you open your group we will ask you a target group size. If you don't update your roster and receive inquiries to your group our system will automatically consider it "full" and it will disappear from the GroupFinder page.

- Barb Morris can also update your group roster if you cannot do so. barb.morris@churchnativity.com

love **God** love **others** make **disciples**

Church of the Nativity
20 E. Ridgley Road
Timonium, MD 21093