**Church Center Help**

We are moving our church database from Fellowship One to a new system called Church Center. We are so excited for Church Center because it will allow us to better care for and shepherd the people of Northwest, but we cannot do that well without your help, here is a step-by-step guide to walk you through our new system.

We want to help you transition over to the new system as smoothly as possible. Your small groups are created in Church Center and you have been added to your group as a leader.

Please go to [www.northwestbible.org/sgleaders](http://www.northwestbible.org/sgleaders) or scan the QR code below to visit our Small Group Leader Resource page which has all of the instructions in this handout plus more useful information for you as a small group leader!



Please reach out to Group Life staff if you have any additional questions.

**CHANGES:**

With the new system, you will no longer oversee making certain changes for your group. Now, we will be here to help make updates as you need.

Though the new system doesn’t have the exact same features as InFellowship, we are confident that Church Center will work better for you as a small group leader and will help us to care for the people of Northwest.

Please make sure that you email smallgroups@northwestbible.org with:

* schedule changes
* description changes
* location changes
* or if a member of your group is leaving Northwest

All other updates for your group can be done through the Church Center app or desktop website.

**HOW TO DOWNLOAD AND LOGIN TO CHURCH CENTER:**

Downloading the Church Center app is the first step to using the new system. Having the app on your phone will make managing your small group easy!

You can create your login by downloading the app or by using a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Download and Login Instructions for Church Center App:1. Open App Store
2. Search for “Church Center”
3. Download the “Church Center App” by Ministry Certified Technologies
4. Open the “Church Center App”
5. Click “Get Started”
6. Click:
	1. “Use my location”
7. Select “Allow” on the pop up
8. Select “Northwest Bible Church”
	1. “Search manually”
9. Search for “Northwest Bible Church”
10. Select “Northwest Bible Church”
11. Select “This is my church”
12. Please enter your mobile number in the box
13. Click “Next”
	1. A six-digit code will be sent to your mobile number via text
14. Enter the six-digit code texted to you
15. Click “Next”
16. Click “Log in as \_\_\_\_\_\_\_\_\_\_\_\_”

  |  Step-By-Step Download and Login Instructions for Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Click “Login”
3. Please enter your mobile number in the box
4. Click “Next”
	1. A six-digit code will be sent to your mobile number via text
5. Enter the six-digit code texted to you
6. Click “Next”
7. Click “Log in as \_\_\_\_\_\_\_\_\_\_\_\_”

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Unless you are a Women’s bible study leader you will not see any members in your small group. It is your job as a small group leader to build your small group roster and add people to your group.

Many of our group rosters in Fellowship One don’t accurately reflect the members of the small group so we are taking this transition as an opportunity to ensure that each small group roster accurately reflects the members of the group. Again, our heart behind this is that we want to best care for the people of Northwest. Knowing where they are involved is a big part of caring for them well so help us to do this by getting your group members in!

**HOW TO INVITE MEMBERS TO YOUR GROUP:**

The first step of this process is inviting members to your group. When you share your QR code during group time or send the link to join your group, members will be prompted to download the Church Center app for themselves and create their own Church Center login. This will allow you as a group leader to better communicate with your small group and helps us as we work to get the people of Northwest transitioned over to the Church Center app.

You can invite members to your group by using the app or a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Instructions to invite group members on the Church Center App:1. Open the “Church Center App”
2. Click “Groups”
3. Select your group
4. Click “Members” at the top of the app
5. Click the “Add” button at the bottom of the screen
6. Have members scan the QR code during group time
7. Click “copy URL” and share with group members via text or email
 | Step-By-Step Instructions to invite group members on Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Login
3. Click “Groups”
4. Select your group
5. Click “Members” from the left hand side of the page
6. Click “Add Members” in the upper right hand corner of the page
7. Have members scan the QR code during group time
8. Click “copy URL” and share with group members via text or email
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**HOW TO ADD MEMBERS TO YOUR GROUP:**

Once an individual has requested to join your group you have to review the applicant and add them to your group roster. This will allow them to see the group on their Church Center app, RSVP to upcoming group meetings (or “events”) & receive email communication you send out.

You can add members to your group by using the app or a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Instructions to add group members on the Church Center App:1. Open the “Church Center App”
2. Click “Groups”
3. Select your group
4. Click “Members” at the top of the app
5. Select the group member you want to remove
6. Click “Review Request” located at the top of the screen
7. Click “Manage” located at the bottom right of the screen
8. Click “Add to Group”
 | Step-By-Step Instructions to invite group members on Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Login
3. Click “Groups”
4. Select your group
5. Click “Members” from the left-hand side of the page
6. Click “Review applicants” at the top of the page
7. Select the individual
8. Click “Add to group”
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**HOW TO REMOVE MEMBERS FROM YOUR GROUP:**

Should a member of your group leave, you can easily remove them from your group roster. Please remember to notify us if someone who is leaving your group is also leaving Northwest.

You can remove members from your group by using the app or a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Instructions to remove group members on the Church Center App:1. Open the “Church Center App”
2. Click “Groups”
3. Select your group
4. Click “Members” at the top of the app
5. Select the group member you want to remove
6. Click “Remove member” located at the bottom of the screen
 | Step-By-Step Instructions to remove group members on Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Login
3. Click “Groups”
4. Select your group
5. Click “Members” from the left hand side of the page
6. Select the group member you want to remove
7. Click “Remove” button located at the bottom of the screen
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**HOW TO TAKE ATTENDANCE:**

In Church Center, events are necessary because the app calls your regular meeting an event. The event is where you will go to take attendance. Taking attendance is an important practice because it helps church leadership care for and shepherd our people well. We also have a small group requirement for membership, and attendance helps us track that requirement.

You can take attendance for your group by using the app or a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Instructions to take attendance on the Church Center App:1. Open the “Church Center App”
2. Click “Groups”
3. Select your group
4. Click “Events” at the top of the app
5. Click “Take attendance” under the event name
6. Select the individuals who were present for the event
7. Click “Submit” in the top right-hand corner of the app
 | Step-By-Step Instructions to take attendance on Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Login
3. Click “Groups”
4. Select your group
5. Click “Events” from the left-hand side of the page
6. Click “Take attendance” next to the correct event
7. Select the individuals who were present for the event
8. Click “Submit” in the top right-hand corner of the screen
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**HOW NEW PEOPLE CAN JOIN YOUR GROUP:**

With the roll-out of Church Center, you will no longer have prospects so the formal way for an individual to join your group is through the following method. You can also feel free to invite individuals to your group at any time!

* **IF YOUR SMALL GROUP IS OPEN:**
	+ Small Group Interest Form Filled Out
	+ Connected with Shannon
	+ Shannon Emails the leader
	+ Leader gives the go-ahead
	+ Shannon connects leader and visitor in the same email
		- These emails will come from smallgroups@northwestbible.org
	+ Visitor comes to the group
	+ Can be added to roster if they decide to join
* **IF YOUR SMALL GROUP IS CLOSED OR YOU INVITE SOMEONE:**
	+ By invite only from group leader
	+ Can be added to roster once in group

**HOW TO CREATE EVENTS:**

Church Center calls everything events, even your regular meetings. We will create the events for your small group meetings however if you would like to add an additional event, like a social or dinner you can do so and the Church Center app will notify your group members of the new event.

You can create events for your group by using the app or a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Instructions to create events on the Church Center App:1. Open the “Church Center App”
2. Click “Groups”
3. Select your group
4. Click “Events” at the top of the app
5. Click “Actions” in the top right hand corner of the app
6. Click “New Event”
7. Enter the details of your event and click “Save”
 | Step-By-Step Instructions to create events on Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Login
3. Click “Groups”
4. Select your group
5. Click “Events” from the left-hand side of the page
6. Click “New” from the top right-hand corner of the page
7. Enter the details of your event and click “Create Event”
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**HOW TO CANCEL EVENTS:**

You may need to occasionally cancel either your regular small group meeting or a special event. When you cancel an event in Church Center it will automatically notify your group members!

You can cancel events for your group by using the app or a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Instructions to cancel events on the Church Center App:1. Open the “Church Center App”
2. Click “Groups”
3. Select your group
4. Click “Events” at the top of the app
5. Click the event you want to cancel
6. Click the three dots in the upper right-hand corner of the app
7. Click “Cancel Event”
8. Confirm by clicking “Cancel Event” again on the next page
 | Step-By-Step Instructions to cancel events on Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Login
3. Click “Groups”
4. Select your group
5. Click “Events” from the left-hand side of the page
6. Click the event you want to cancel
7. Click “Options”
8. Click “Cancel”
9. Click “Yes, Cancel”
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**HOW TO EMAIL GROUP MEMBERS THROUGH CHURCH CENTER:**

Emailing your group members can be a great way to keep them up to date on what is happening with your group or to send our prayer requests.

You can email members of your group by using the app or a desktop browser. Below are the directions for each method.

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| **APP DIRECTIONS** | **DESKTOP DIRECTIONS** |
| Step-By-Step Instructions to email group members on the Church Center App:1. Open the “Church Center App”
2. Click “Groups”
3. Select your group
4. Click “Members” at the top of the app
5. Click “Email Group”
6. Enter a subject line and message
7. Click “Send”
 | Step-By-Step Instructions to email group members on Church Center desktop:1. Go to: <https://northwestbible.churchcenter.com>
2. Login
3. Click “Groups”
4. Select your group
5. Click “Members” from the left hand side of the page
6. Click “Email Group” in the upper right hand corner of the page
7. Enter a subject line and body
8. Click “Send Email”
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