

Group Attendance and Cares Report

GROUP MEETING ATTENDANCE

As a New Song Group Leader, you will be responsible for submitting attendance of each of your group meetings on Planning Center via planningcenter.com or the free Church Center app.

This is how that works:

After you complete this Starter Kit, be sure to let your Groups Coordinator know. He or she will see to it that your group is represented at newsongpeople.churchcenter.com/groups. At this website, you will have access to edit a list of all your group members. At this website, you will also have the ability to schedule “events” for your group; these “events” are your group meetings. It is important that you schedule each group meeting in advance.

The Planning Center software will use these scheduled events and your list of group members, to send you reminder emails to submit group meeting attendance. The free Church Center app is a great way to submit attendance, as the app will notify you when it is time to take attendance and you can do so right on the app.

If ever you have a new member or visitor at a group meeting that is not on the official member list, you can easily add them while taking attendance whether on the website or using the app. If you run into any difficulty or have any questions, please contact your Groups Coordinator (contact info found in Welcome Letter of Group Starter Kit).

MONTHLY LEADERSHIP REPORT (AKA CARES REPORT)

New Song’s Cares Ministry answers the call to love one another by starting with our brothers and sisters in our church family.

The Monthly Leadership Report is a way for New Song’s Cares Ministry to have a pulse check on how our church family is doing by counting on all leaders within the church, and this includes group leaders, to submit a monthly report of any care needs among their team. As a group leader, your team refers to your coleaders and group members. Care needs include happy events such as engagements, weddings, and births, as well as grievous events such as serious illness, hospitalizations, and deaths.

You will likely hear the report referred to as the “Cares Report”.

It can be accessed at newsongpeople.com/caresreport or within our Group Leader Resources at newsongpeople.com/groupresources

The Cares Report is due at the end of each month, between the final day of the month being reported over and the 5th day of the following month. It is important to New Song’s Cares Ministry that you do not submit the form early to avoid events falling through the cracks. You will receive monthly reminders as the deadline for submission approaches.

If you have further questions, please pull up the form now at newsongpeople.com/caresreport to learn more. New Song’s Cares Ministry has gone to great effort to provide clear and thorough instruction within the form.