

Managing your NWCC groups/teams

Thank you for being a part of the Ministry Leadership Team at Northwest Christian Church! We appreciate your willingness to serve God and His Kingdom in this way.

Here is some information that you will need to know to effectively manage your team and events here at Northwest.

- ❖ Please download the **Church Center** app for your phone and create a login to sign into **My Northwest** and be sure to turn the notifications on. Church Center/My Northwest can also be accessed online at nwcc.net on your computer. The Church Center app is the central communication point for our Northwest family. On this app, among other things, Northwest family members can:
 - View upcoming events and sign up for these events
 - Check-in your family Sunday morning
 - View Sunday sermons and other videos
 - Find a group and see the groups of which you are already a part
 - Receive messages from your group leaders
 - Access our new “Family Room” which includes family resources and Kidstown & Switch student programming information
 - Connect to a class
 - Join a serve team
 - Give
 - Access the church directory
- ❖ As a group leader, you have even more functionality available to you via **Church Center/My Northwest**. You can:
 - Click on “groups” at the bottom of the app (or the top of the page on the website) and see each of your groups.
 - Send messages to your group through the app. Team members must have the app to view these messages.
 - Add events to your group calendar
 - See member contact information and to be able to contact them directly via email, text or phone.
 - View resources/documents already posted for the group
 - Mark attendance for events.
 - View Leadership Resources under the “More” tab. Further information about these resources is listed later in this document.
- ❖ To manage your group/team in additional ways you will need to login to our church database program, **Planning Center (PCO)**. To do so, please go to groups.planningcenteronline.com and follow the prompts to login for the first time. Within Planning Center, you have the following additional function options:
 - Add and delete team members
 - Create and edit group events
 - Email your whole team or just selected members of the team and attach documents as needed.
 - Post images/documents for your group members to see.
 - Change the settings for your group
 - Mark attendance for your events.

PCO has some very helpful training videos and articles. To access this more detailed information, please go to planningcenter.com/university.

Events at Northwest

As a group leader, you have the ability to set up events for your group/team and post them on your team calendar. Please note that setting up events on your group calendar does not notify the church office about your event nor does it reserve space for you.

- ❖ If your event is only for your team and you don't need space here at Northwest or any type of publicity, you don't need to do anything further after you set up your event on the group calendar except take attendance after the event.
- ❖ If your event is only for your team but you need to have a place to meet on the church property or you need to borrow church resources, please complete the "Reserve a Room" form and/or the "Reserve a Resource" form, both of which are found in the Leadership Resources tab on the Church Center app. You will need to add the event to your group calendar as well.
- ❖ If your event is open to others and you need publicity, extra time and planning are needed. For these types of events please complete the "Event Request Form" (3 months in advance if possible to ensure full publicity of your event) under the Leadership Resources tab on the Church Center app. A member of the staff will follow up with you within 3 days. If you do not hear back from us in that time frame, please call us at 770-425-2525 or email us at nwccoffice@nwcc.net.

Scheduling volunteers

If you are a team leader that schedules volunteers for Sunday mornings, please contact the church office for details on setting up schedules with **Planning Center Services**.