

# Connect Group Administration Manual

**Welcome** Connect Group Leaders!

## Step 1: Let's get started with PCO

### What is Planning Center Online (PCO)?

PCO is our new church management system that helps us integrate our activities as a church family to a metrix that helps us indicates the health of our community. This will help pastors and leaders to grow their team, do church life together, while looking after people's health and faith journey.

In PCO there are multiple modules for different use cases e.g. People, Groups, Services, Registration, Check-Ins. We use PCO Groups to manage connect groups.

### Why do connect group leaders need PCO?

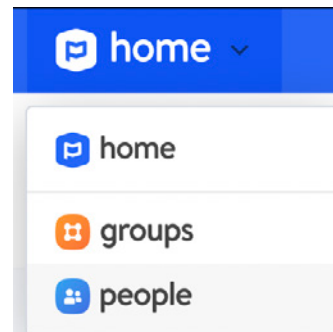
For connect groups, the PCO Groups module will enable us to stay connected more seamlessly as a church:

- Church members will be able to find and join available connect group from the church website and apps.
- Connect group leaders will be able to follow up new connect group member inquiries through the PCO Group web.
- Connect group leaders will receive timely, relevant resources feed in their Connect Group account.
- Connect group oversights (CGO) and connect group leaders (CGL) will be able to track the health metrix of their connect groups by observing key indicators such as number of attendees.
- Connect group leaders will be able to update their connect group visibility; published or hidden. This may be helpful when running connect groups with specific purpose e.g. leadership connect.

### How to access PCO groups?

When you fill in any PCO forms for the first time, your PCO account will be created and you will receive an email with your login link. If this is your first time trying to login to PCO, please find your first PCO sign-up email in your inbox, click the login link and update your password.

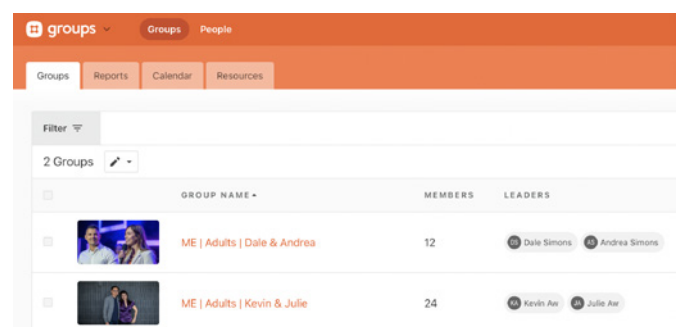
If it does not log you in automatically, go to [www.planningcenter.com](http://www.planningcenter.com) and login.



Once you log in, on the top left of your PCO dashboard, click 'home' and then click 'groups'. This will take you to PCO Groups module.

## Step 2: Connect Group Set Up

On the PCO Groups dashboard, you should be able to see all connect groups that you're a part of either as a leader or as a member. You will only have access to manage the ones you lead.



Select the connect group you'd like to set up and select group settings.

### Basic info

First, check if the basic basic info s are correct. The connect group name follows a naming convention as follows:

[CAMPUS] | [TYPE] | [LEADER1] & [LEADER2]

e.g. BNC | Sisterhood | Alvin & Christel

(Ps: Make sure the leaders' names are listed in alphabetical order)

Please do not change connect group name and group type. If any details need to change, please contact your connect group oversight.

Please update your meeting schedule if needed.

## Group Settings

### Basic Info ⓘ

Name  
ME | Adults | Kevin & Julie

Group type  
ME | Adults

Meeting schedule  
Sundays 12pm

Display meeting schedule publicly

## Visibility and enrolment status

The group enrollment status determines your connect group's visibility on Hillsong Church website and app. We recommend you to choose either 'Closed' or 'Open: request to join'.

- Choose 'Closed' if your connect group is full (you have approximately 10 people) and do not have space to invite more people or if your connect group is tailored to a specific cause e.g. leadership connect.
- Choose 'Open: request to join' to enable others to join your connect group. You will be able to respond to their request.

### Visibility & Enrollment Status ⓘ

Visibility on Church Center  
 Published  Hidden

Group enrollment  
Closed  
 Open: request to join  
Open: open signup

## Tags

Tags are essential for national reporting. Although as a connect group leader you will have access to add/change tags, please do not make any change to any tags at any time. If you see any details need to change/be updated e.g. if you change connect group day, please contact your connect group oversight.

### Tags ⓘ

Connect Group Type: Adults (35yrs+) x Zone Area: East x

Primary Campus: Melbourne East x Duration: On going x Frequency: Monthly x

Days: Sunday x

## Contact person

Feel free to include either your email or your co-leader's email in this section so people who are interested in joining your connect group can be in touch. (This is optional.)

### Contact Person ⓘ

If you have someone designated to answer questions about this group, enter their email address here. If there is an email listed, we will display a contact button on the public page where potential members can ask questions before joining the group.

If you do not want the contact button displayed on the public page, leave this field blank

## Event reminder

By activating this feature, you can send a default reminder email to all your connect group members a couple days before your connect group day or before any special connect group events. (This is optional.)

### Event Reminder Default ⓘ

Send reminder emails

3 days before

## Location

If you run connect group at home or at any other place other than a Hillsong Campus, please 'Create a new location'. The location name can be Kevin's home or public place like Western Sydney University. Only check the 'Share this location with other groups' if you meet at a public place e.g. schools or universities. For address, it is required to provide the suburb you meet at. (Complete address is optional.)

Location ⓘ

Type of location  Physical address  Virtual (link)


Create a new location...

Location Name

Share this location with other groups

Address  
Street address  
Unit, Building, Apt

Click on the map to move the marker



## Attendance

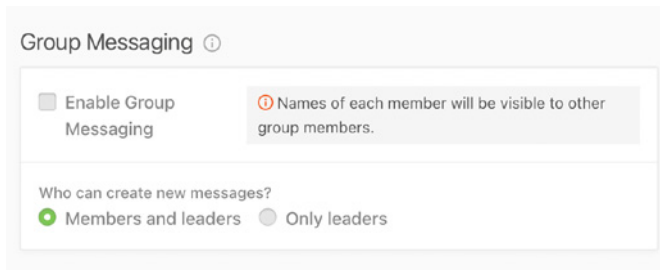
This sends an auto reminder email for you and your co-leader/s to take group attendance.

### Attendance Reminder ⓘ

Ask leaders to take attendance

## Group Messaging

As we don't encourage all church members to download Church Center (PCO) apps, we will not enable group messaging. Connect Group messaging can be set up using the Hillsong app.

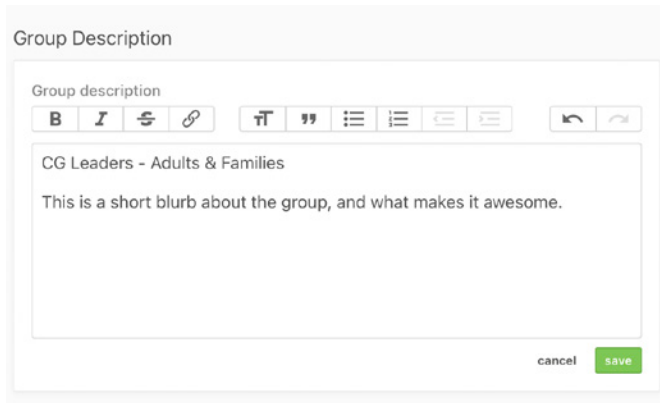


## IMPORTANT: Group Description

Lastly, this is if not the most important detail. Please write a short blurb about your connect group and what makes it special. This will encourage others to join your connect group as they find what you do together relatable with their season in life.

These questions may be helpful hints:

- What can others find special in your group?
- Is there a specific cause you're championing?
- Is there a specific activity you're doing as a group?



## Step 3: Connect Group Administration

### Connect Group Members

On the PCO Groups tab menu, select 'Members'. This will show you a list of people in your connect group. Here you can:

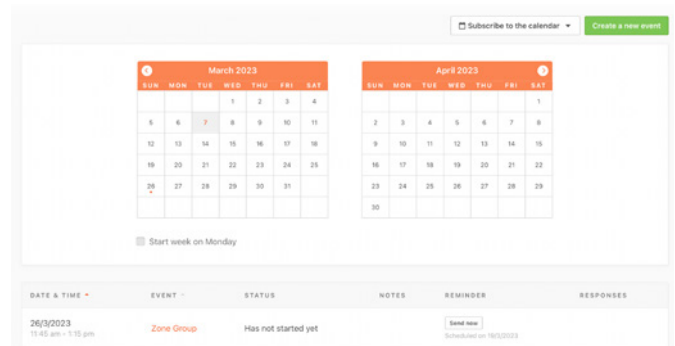
- Add a new member – you can add a new connect group member by clicking the button and asking them to fill in their details
- Remove existing member – if a connect group member decides to move to another connect or withdraw from your connect group or have not been attending and you haven't been

able to get in touch with them for a while, you can remove them from your connect group by clicking the 'x' button beside their name on your connect group members' list.

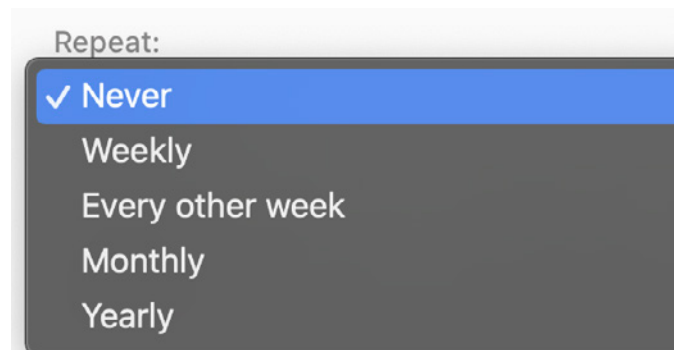
- Make a member a leader (not advised) – although you can do this, it will be best for a new connect group leader to go through the process of applying to be a connect group leader.

## Events

In this tab menu, you will be able to and are required to 'Create a new event' everytime your connect group runs. The default auto reminder email will be sent out to all your connect group members before each event if this feature is set-up on step 2.



In PCO, we advise you to 'Create a new event' manually for the next 2-4 connect group events and please do not set your connect group to 'Repeat' even if it runs every fortnightly because once you set it up, it will create an instance of endless repeat. This will cause inconvenience (for having to delete the incorrect events manually each time) and or incorrect data report in the future if you decide to change connect group day.

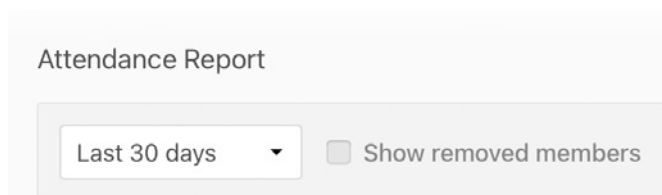


## Resources

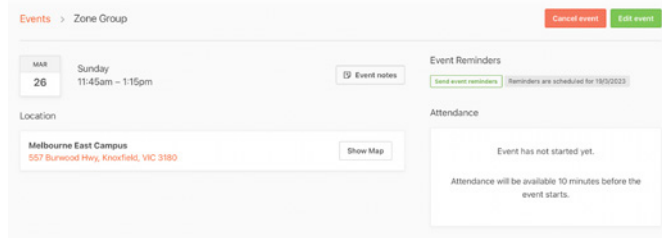
In this tab menu, you can find relevant resources for your connect group when they are available. However, only connect group leaders will have access to these resources. If you'd like to share these resources with your connect group members at any time, please download and share it through your group chat in the Hillsong app or other messaging app your connect group is actively using.

## Attendance

You will need to take attendance for each connect group event. The attendance tab menu shows a report of your overall connect group attendance.



To take attendance, you need to click the 'Events' tab, then choose which connect group event you want to take attendance for. This will be available from 10 minutes prior your connect group start time.



## Thank you Connect Group Leaders!

Last, but not least, thank you so much for all you do. Let's build a healthy church, changing lives through Christ together.

(Ps: Happy navigating around our new connect group management system. If you have questions regarding PCO groups, please get in touch with your connect group oversight.)