

TAKING GROUPS ATTENDANCE

How-to take attendance:

- **Download the LEAD App:** Go to the App Store and download the *LEAD App by Church Community Builder* to your phone.
- **Log-In:** Once you download the App, you'll be prompted for the RADIUS CCB URL. In the box that asks for our church code, type *Radius*. After that, simply log-in using your email (or username) and CCB password. If you don't have these, email your campus or groups pastor and we can get you a log-in profile.
- **Select Group:** Once you have logged in, your 2020-21 Group should pop up. Click on the 2020-21 group and you'll be taken to a new page.
- **Take Attendance:** Once you are at the main page for your group, click on "Take Attendance." From there you check who was able to attend, add any notes you'd like to share, and save the form. At the end it will ask you who you'd like the summary to come to. Select "group leaders."

Why do we ask you to do this?

The press we feel as leaders of our groups comes from Proverbs 27:23: "*Know well the condition of your flocks, and give attention to your herds.*" God has been kind to us by sending new people our way, so as our groups grow, we want to do our best to love, challenge, and lead these people well, both from a macro and a micro level. As group leaders, sometimes it can become hard to recall who came and who has been out for a couple weeks, so an intentional tracking method provides you a way to identify folks that may be struggling and could fall off our radar. Weekly attendance also helps us make good decisions as a church staff. Information is wealth, and as we continue to take steps forward in creating a discipleship culture, having an understanding of who is engaging in this capacity is very helpful. So in short, taking attendance weekly will help us love people really well as our groups and church family continues to grow. If you have any questions about the "why" behind all of it - please reach out to your campus or groups pastor.

Note:

- You can only take attendance once your scheduled meeting has happened.
- You will get reminders to take attendance.
- If you forget, you can go back and take attendance after your group has occurred.