

Life Groups – Resource Sheet 5

Recording Life Group Attendance

Bible

“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching.”
- *Hebrews 10:24-25*

Details

Life Groups are a place where we can all find community. They are also a place where we can care for each other and be encouraged. It is important for the Life Groups pastoral team to be aware of how groups are going, members who may need further follow up and any extra needs to be praying for.

The easiest way for our Life Group leaders to keep the pastoral team updated is through the leader (or another group member) completing the regular attendance form.

The Life Groups attendance form has several important functions:

- It is a place where the Life Group leader (or representative) can keep the pastoral team updated on any prayer or care needs in the group by writing a brief note in the notes section of the attendance email.
- It helps the team to keep updated with anyone who is unwell, absent for a time, no longer attending a group, or has left the church.

Process

As your new Life Group takes shape, the Life Groups team will create an entry in the church database. This will include a list of group members, the place, date, time and frequency of your meetings, and who will be filling in your attendance reports.

Once the Life Group team have these details, an email will be sent to the nominated person at the time of each Life Group meeting.

To record attendance, simply click on the link in the email and tick the boxes next to the names of those who attended. You can also write a note to your Life Group Pastor in the notes section.

This should only take one minute. Only the Life Group pastor who looks after your group will see these notes.