

# St. Luke's UMC

# Subsplash Groups

# User Guide

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## ✿ What Are Groups at St. Luke's?

Groups in the St. Luke's app help our church family stay connected beyond Sunday morning. Whether you're part of a Bible study, ministry team, volunteer group, or class, Groups give you one simple place to communicate, share updates, and support one another.

It's a tool that strengthens the community we already value so deeply.

### ✿ Key Features

## 1. Group Directory

Explore the groups that make St. Luke's feel like home:

- Bible studies
- Ministry teams
- Youth and children's groups
- Volunteer teams
- Seasonal classes and gatherings

You can read descriptions, see meeting details, and request to join.

## 2. Group Messaging

Every group has its own message feed where members can:

- Share updates
- Post prayer requests
- Ask questions
- Upload photos or files

## 3. Resource Sharing

Groups include a Resources tab where leaders can upload:

- Study guides
- PDFs
- Calendars
- Links
- Notes
- Videos

This keeps everything organized and easy to find.

## 4. Privacy Options

Groups can be set as:

- Public — anyone at St. Luke's can join
- Private — request required
- Hidden — invite-only for leadership or sensitive ministries

## How to Use Groups at St. Luke's

### Accessing Groups

You can find Groups in:

- The St. Luke's mobile app
- Our church website (if enabled there)

Look for the Groups or Connect section.

### Joining a Group

1. Open the Groups section.
2. Browse or search for a group.
3. Tap the group you want to explore.
4. Select Join Group or Request to Join.
5. If the group is private, a leader will approve your request.

### Participating in Your Group

Once you're in, you can:

- Read and post messages
- Share prayer requests
- View shared resources
- Adjust your notification settings

It's all designed to help you stay connected to your St. Luke's community. Your church office will show up in the app's Events section.

# For Group Leaders

## + Create a Group

1. Go to **Groups**
2. Tap **Create Group**
3. Add name, description, meeting details
4. Choose public, private, or hidden
5. Add a photo (optional)
6. Invite members

## Manage Members

- Approve join requests
- Add co-leaders
- Remove members if needed

## Managing Your Group

### Approving Members

When someone requests to join:

1. Open your group
2. Tap **Members**
3. Approve or decline requests

### **Leader Tip:**

If you don't recognize a name, reach out in the app or ask the church office for help.

### Adding Co-Leaders

Co-leaders can:

- Approve members
- Pin messages
- Upload resources
- Help keep communication flowing

This is especially helpful for larger groups or volunteer teams.

## Keeping Your Group Organized

A well-maintained group helps members stay engaged.

Best practices:

- Pin key information
- Remove outdated files
- Keep your description up to date
- Post reminders before meetings
- Respond to questions promptly

## Group Events

**Inside your group:**

- Tap **Events** to see upcoming gatherings
- Tap an event for details
- Receive reminders
- Add events to your calendar

Leaders can create and edit events.

## Attendance

After an event ends, leaders can:

- Open the event
- Tap **Take Attendance**
- Mark who attended

## Leader Best Practices

### 1. Communicate Consistently

A quiet group feels inactive. A simple weekly post goes a long way.

### 2. Encourage Engagement

Ask questions, invite prayer requests, and celebrate wins.

### 3. Be Welcoming

When someone joins, greet them with a short message.

### 4. Keep Information Clear

Pin important posts and keep your group description updated.

### 5. Model the Tone

Your warmth, clarity, and consistency set the culture for your group.

## Troubleshooting & Support

If something isn't working:

- Check your app is updated
- Try closing and reopening the app
- Ask the church office for help
- Leaders can always reach out for support

You're not alone — we're here to help you lead well.

### **Thank You for Leading**

Your leadership helps people feel connected, supported, and spiritually nourished. Groups is simply a tool — **you are the ministry.**

# St. Luke's Groups — Leader Training Guide

## **The Purpose of Groups at St. Luke's**

Groups in the St. Luke's app help leaders stay connected with their people throughout the week. They support discipleship, communication, and community care by giving every group a simple, centralized place to share updates, prayer needs, and resources.

Your leadership helps make St. Luke's feel like family — Groups is just a tool that strengthens what you already do.

### **Your Role as a Group Leader**

As a leader, you help your group:

- Stay informed
- Stay connected
- Stay encouraged
- Stay organized

You don't need to be tech-savvy — just consistent and present.

### **Core Tools for Leaders**

#### **1. Messaging**

This is the heart of your group's communication.

Use the message feed to:

- Share weekly reminders
- Post discussion questions
- Communicate schedule changes
- Share prayer requests
- Celebrate milestones
- Upload photos or files

#### **Leader Tip:**

~~Pin important messages (like meeting details or sign-ups) so they stay at the top.~~

#### **2. Resources**

The Resources tab keeps everything organized and easy to find.

Upload items such as:

- Study guides
- PDFs
- Calendars
- Volunteer schedules
- Links to videos or devotionals
- Notes or handouts

#### **Leader Tip:**

If your group meets regularly, upload a **monthly or seasonal schedule** here.

### **3. Privacy Settings**

When creating or editing your group, choose the right visibility:

- **Public** — anyone at St. Luke's can join
- **Private** — members request to join; you approve
- **Hidden** — invite-only (ideal for leadership teams or sensitive ministries)

#### **Leader Tip:**

Most small groups and ministry teams work best as **Private** groups.

### **Managing Your Group**

#### **Approving Members**

When someone requests to join:

4. Open your group
5. Tap **Members**
6. Approve or decline requests

#### **Leader Tip:**

If you don't recognize a name, reach out in the app or ask the church office for help.

#### **Adding Co-Leaders**

Co-leaders can:

- Approve members
- Pin messages
- Upload resources
- Help keep communication flowing

This is especially helpful for larger groups or volunteer teams.

#### **Keeping Your Group Organized**

A well-maintained group helps members stay engaged.

Best practices:

- Pin key information
- Remove outdated files
- Keep your description up to date
- Post reminders before meetings
- Respond to questions promptly

<https://support.subsplash.com/en/articles/10968361-group-events>

# Subsplash Groups: Creating & Managing Events

*A complete guide for Group Leaders & Managers*

## ★ Who Can Create and Manage Events

Only **Group Managers** (leaders) can:

- Create events
- Edit events
- Delete events
- Take attendance
- View attendance history
- Manage reminders

Group members can view events, add them to their calendars, and interact in the event thread.

## 1. How to Create an Event

### Step-by-Step

1. Open the **Subsplash App**.
2. Tap the **Messaging** icon at the bottom.
3. Go to **Conversations**.
4. Select **your group**.
5. Tap the “+” **button** in the message box.
6. Choose **Event**.
7. Fill in your event details:
  - **Title**
  - **Date & Time**
  - **Location** (optional)
  - **Description** (optional)
  - **Repeating event** (optional)
8. Tap **Create**.

Your event now appears in the group’s **Events** tab and sends a notification to all members.

## 2. How to Edit an Event

You can update event details at any time.

### Steps

1. Open your **Group**.
2. Tap **Events**.
3. Select the event you want to update.
4. Tap the **three dots** (⋮) or **Edit**.

5. Update:

- Title
- Date/time
- Location
- Description
- Recurrence

6. Tap **Save**.

Changes notify group members automatically.

### 3. How to Delete an Event

If an event is canceled or created by mistake:

**Steps**

1. Open the **Group** → **Events**.
2. Select the event.
3. Tap the **three dots** (⋮).
4. Choose **Delete Event**.
5. Confirm.

The event disappears from the group and members are notified.

### 4. How to Take Attendance

Attendance is tied to **events**, not the message feed.

**When Attendance Becomes Available**

- Only **after the event time has passed**
- If your church uses **Check In**, attendance unlocks after the check-in window closes

**Steps**

1. Open your **Group** → **Events**.
2. Select the event.
3. Tap **Take Attendance**.
4. Mark who attended:
  - Tap each person
  - Add guest count
5. Tap **Save**.

**Group Size Rules**

- **Under 50 members** → mark individuals
- **Over 50 members** → enter a total number

### 5. How to View Attendance History

**Steps**

1. Open your **Group** → **Events**.
2. Select a past event.

### 3. Scroll to **Attendance**.

You'll see:

- Who attended
- Guest totals
- Patterns over time

This is especially helpful for youth, Bible studies, and volunteer teams.

## 6. Event Notifications & Reminders

Subsplash automatically sends:

- A notification when an event is created
- A reminder before the event
- A reminder to leaders to take attendance after the event

Leaders can turn off reminders inside the event settings if needed.

## 7. What Group Members Can Do

Members can:

- View upcoming events
- Tap an event for details
- Add events to their personal calendar
- Receive reminders
- React with emojis
- Comment in the event thread

They **cannot** create, edit, or delete events.

## 8. Tips for Clear, Helpful Events

- Use short, clear titles (e.g., “Youth Group – Game Night”).
- Add a location even if it’s obvious (“Fellowship Hall”).
- Include a brief description (“Snacks provided. Bring a friend!”).
- Use repeating events for weekly groups.
- Encourage members to turn on notifications in the app.