

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. hurch 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.