



# **ChurchTeams Quick Reference Guide**

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**Contents**

A Note from Chris About ChurchTeams ..... 1

ChurchTeams FAQ ..... 2

*What is ChurchTeams?* ..... 3

*How does ChurchTeams help the group leader?* ..... 3

*Why keep my group information updated?* ..... 3

How do I log into ChurchTeams? ..... 3

How To Login ..... 4

*Lighthouse Leader Main Menu* ..... 6

How to Complete a Meeting Report ..... 7

How to Add Group Members ..... 10

How to Update Your Lighthouse Information ..... 15

How to Mark Your Group Full ..... 17

How to “Pause” Your Lighthouse Meeting Reminders While Your Group Takes a Break ..... 18



## A Note from Chris about ChurchTeams

Dear Lighthouse Leaders,

You have chosen to do something great by shepherding and leading people to become fully devoted followers of Christ! Thanks to you, the people of First Family Church are cared for, challenged, and changed. To help ensure you are as trained and equipped for success as possible, we are introducing *ChurchTeams*. After searching far and wide for a capable group management application, we choose *ChurchTeams* because it is both powerful and simple.

*ChurchTeams* does a lot for leaders, but perhaps one of the key features is the streamlined communication it provides between our Lighthouse Leaders, our elders, our staff, and between leaders and group members. One of the trickiest parts of effective leadership is communication, and *ChurchTeams* is specifically designed to help you with this aspect of leadership. As you complete your regular group reports and keep your rosters up-to-date, your group will benefit from always knowing what is happening in the life of your group! Best of all, it is simple. All you have to do is click the appropriate link in your report reminder email and you're all set.

We provided a number of training tools via our website to help get you up and running quickly with ChurchTeams. Simply log on to [www.firstfamilyministries.com/groups](http://www.firstfamilyministries.com/groups) and click on "Lighthouse Leader Tools" in the right column. You will find links to all of the resources on that page.

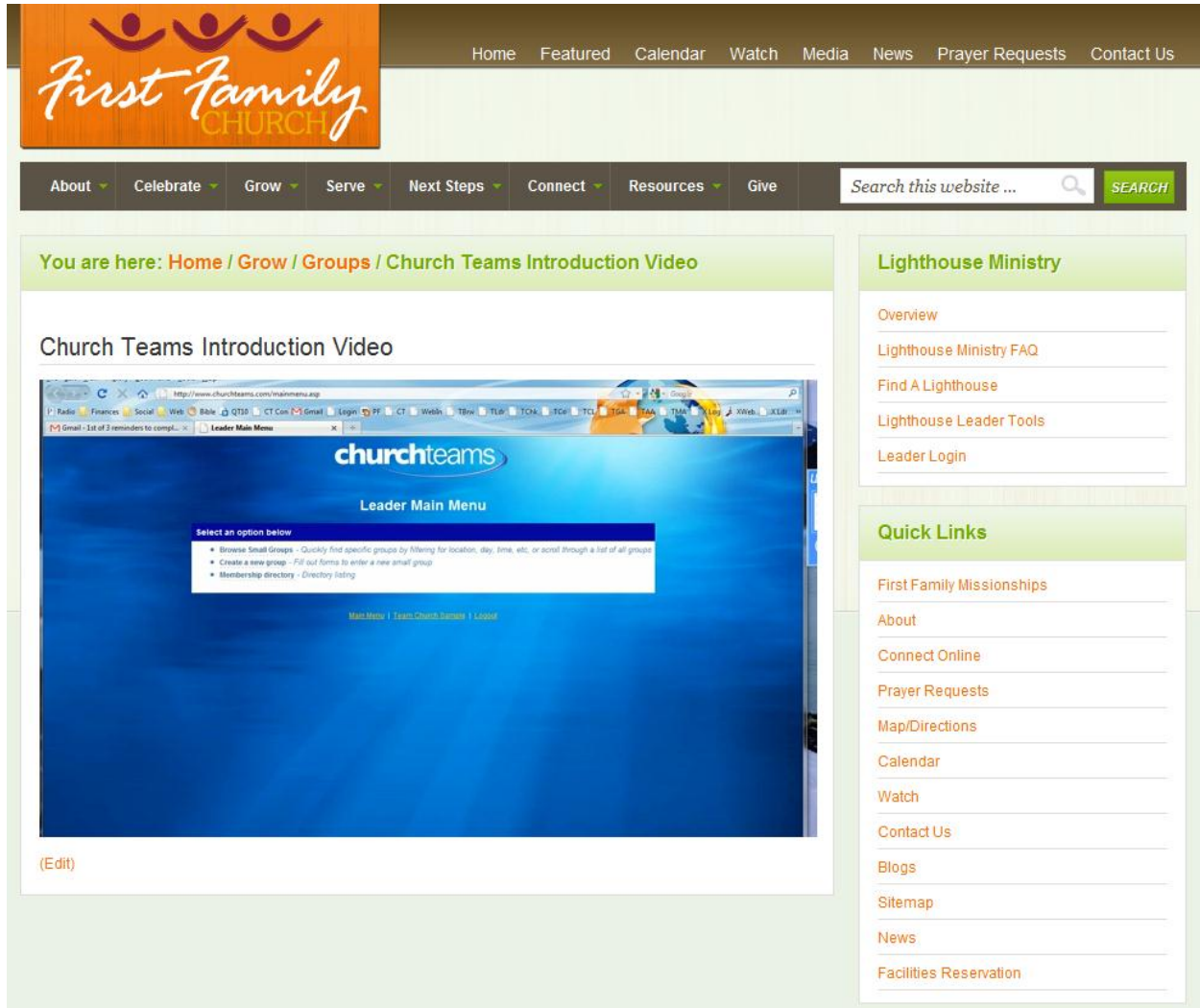
Thanks again serving as a Lighthouse Leader! You are playing a valuable role in our church's ministry.

Chris



## ChurchTeams Video Introduction

Many of you may process and learn about ChurchTeams faster by watching a short, 10-minute video introduction to the application produced by ChurchTeams.



The screenshot displays the ChurchTeams website interface. At the top, there is a navigation bar with links for Home, Featured, Calendar, Watch, Media, News, Prayer Requests, and Contact Us. Below this is a secondary navigation bar with dropdown menus for About, Celebrate, Grow, Serve, Next Steps, Connect, Resources, and Give, along with a search box. The main content area shows a breadcrumb trail: "You are here: Home / Grow / Groups / Church Teams Introduction Video". The central focus is a video player titled "Church Teams Introduction Video" which displays the "Leader Main Menu" of the ChurchTeams application. The menu includes options to "Browse Small Groups", "Create a new group", and "Membership directory". To the right of the video player is a sidebar with two sections: "Lighthouse Ministry" containing links for Overview, Lighthouse Ministry FAQ, Find A Lighthouse, Lighthouse Leader Tools, and Leader Login; and "Quick Links" containing links for First Family Missionships, About, Connect Online, Prayer Requests, Map/Directions, Calendar, Watch, Contact Us, Blogs, Sitemap, News, and Facilities Reservation.

To watch the video,

1. Go to [www.firstfamilyministries.com/groups](http://www.firstfamilyministries.com/groups)
2. Click on “Lighthouse Leader Tools” in the right column
3. Click on “ChurchTeams Video Introduction” in the middle of the page



## ChurchTeams FAQ

### What is ChurchTeams?

Church Teams is a software company that makes managing small groups easy through their “Group Finder” software! With ChurchTeams.com’s Group Finder software churches can:

- Empower small groups and leaders to update and use the information needed in order to enhance ministry quality, communication and tracking.
- Make it easier for members and guests to find a place to connect.
- Track ministry structure, enrollment, and attendance.

### How does ChurchTeams help the group leader?

Church Teams helps you in three ways:

- **Group Communication.** ChurchTeams sends you up to three meeting report reminders after every group gathering. In that report you will tell your entire group who was there, what prayer requests were shared, and what the plans are for the next time you gather. It’s easy to use and only takes a few minutes.
- **Filling Your Group.** Through ChurchTeams people can browse Lighthouses online and find your group. This feature can be disabled if your group is “full” or “private.”
- **Managing Information.** Rather than having to ask a church staff member to change or update your group information, ChurchTeams gives you the ability to do that yourself. You can change your meeting time, curriculum, location, and any other pertinent information 24 hours a day from any internet connection.

### Why keep my group information updated?

There are three reasons to keep your info current:

- The people in your group will know what’s going on even if they missed a meeting.
- You’ll be providing a valuable service to those who are looking for a group. Nothing is more frustrating to those seeking a group than to find that the groups they are interested in are full, no longer meeting, or meeting at a different place/time.
- Your elders and church staff will be better able to lead when they know the current state of every Lighthouse.

### How do I log into ChurchTeams?

There are two ways to login to ChurchTeams:

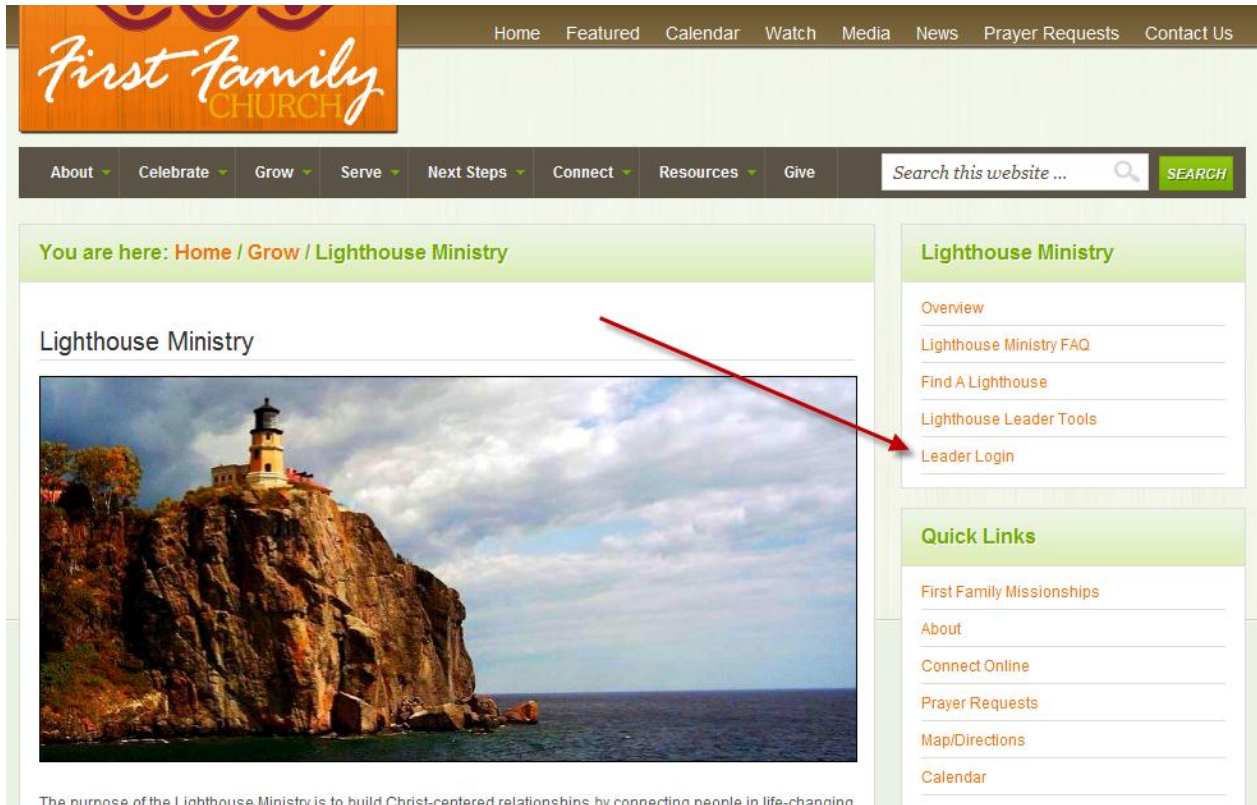
- The easiest method is to simply click the “Update Group Information” link in the meeting report email you receive after your group meetings. From that email you don’t have to remember a password.
- Also you can login on our site at <http://www.firstfamilyministries.com/groups> where a password is required.
- Detailed login instructions are contained in this document.



## How to Login

After each of your group meetings ChurchTeams will send you a meeting report reminder in your email account. The simplest way to login to ChurchTeams is to click the links in that email.

However, if this is your first time to login to church teams or you don't have access to a meeting report reminder email then you can login to ChurchTeams though our website at <http://www.firstfamilyministries.com/groups>.



The screenshot shows the website for First Family Church. The main navigation bar includes links for Home, Featured, Calendar, Watch, Media, News, Prayer Requests, and Contact Us. Below this is a secondary navigation bar with dropdown menus for About, Celebrate, Grow, Serve, Next Steps, Connect, Resources, and Give. A search bar is located on the right side of this bar. The main content area is titled 'Lighthouse Ministry' and features a large image of a lighthouse on a rocky cliff. Below the image, there is a brief description of the ministry's purpose. On the right side, there is a sidebar with a 'Lighthouse Ministry' section containing links for Overview, Lighthouse Ministry FAQ, Find A Lighthouse, Lighthouse Leader Tools, and Leader Login. Below this is a 'Quick Links' section with links for First Family Missionships, About, Connect Online, Prayer Requests, Map/Directions, and Calendar. A red arrow points to the 'Leader Login' link in the sidebar.

A password is required and for security purposes it is not given in this document.

The password was provided for you when you went through Lighthouse Leader training. It can also be acquired by sending a request to [groups@firstfamilyministries.com](mailto:groups@firstfamilyministries.com).



When you login via our church website you'll be taken to the screen below. Simply follow the instructions to make changes to your group information, add meeting reports, etc.

First Family CHURCH

Home Featured Calendar Watch Media News Prayer Requests Contact Us

About Celebrate Grow Serve Next Steps Connect Resources Give

Search this website ... SEARCH

You are here: Home / Grow / Groups / Lighthouse Group Management Application

Lighthouse Group Management Application

lighthouse ministry  
firstfamilyministries.com/groups

Leaders, log in here:

Login

Password: Contact [Chris Eller](#) for password.

Lighthouse Ministry

- Overview
- Lighthouse Ministry FAQ
- Find A Lighthouse
- Lighthouse Leader Tools
- Leader Login

Quick Links

- First Family Missionships
- About
- Connect Online
- Prayer Requests
- Map/Directions

***Don't have the password?  
Send an email to  
groups@firstfamilyministries.com  
and we will send it to you!***



## Lighthouse Leader Main Menu

Below is the Main Menu for ChurchTeams. The primary link you will work with as a Lighthouse Leader is “Browse small group.”



**lighthouse ministry**  
firstfamilyministries.com/groups

### Lighthouse Leader Main Menu

Select an option below

- **Browse small groups** - Quickly find specific groups by filtering for location, day, time, etc, or scroll through a list of all groups
- **Create a new group** - Fill out forms to enter a new small group
- **Membership directory** - Directory listing
- **Small Group Resources** - Recommended curriculum and resources by topic
- **Online Bookstore** - Online bookstore for your group resource needs

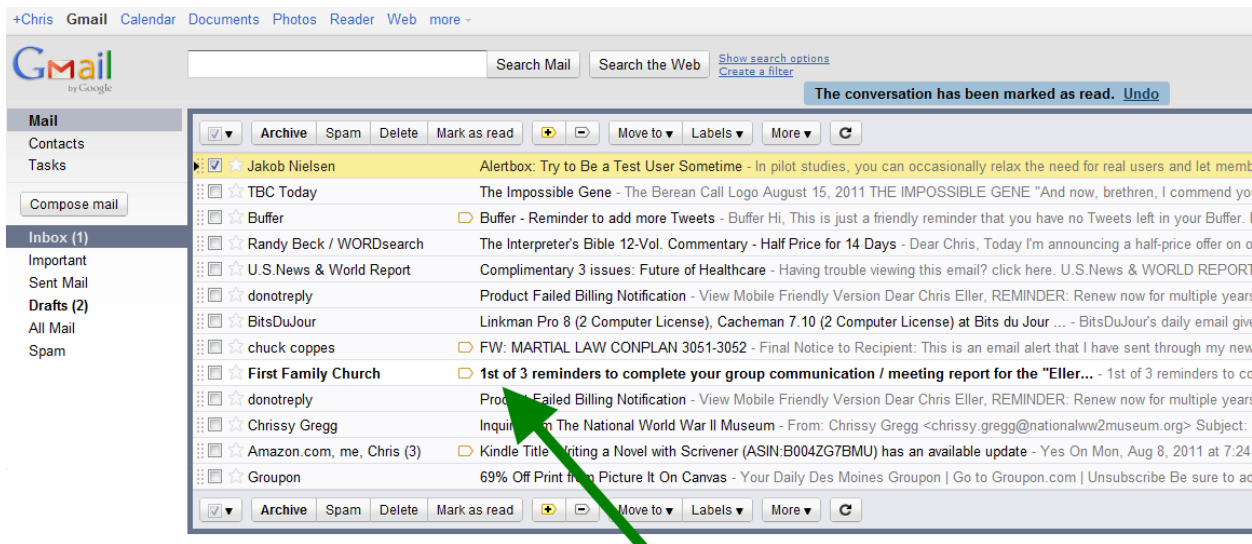
[Main Menu](#) | [First Family Church](#) | [Logout](#)

“Browse small groups” allows you to search the database for your own group so you can make changes to group information, add group members, or add a meeting report.

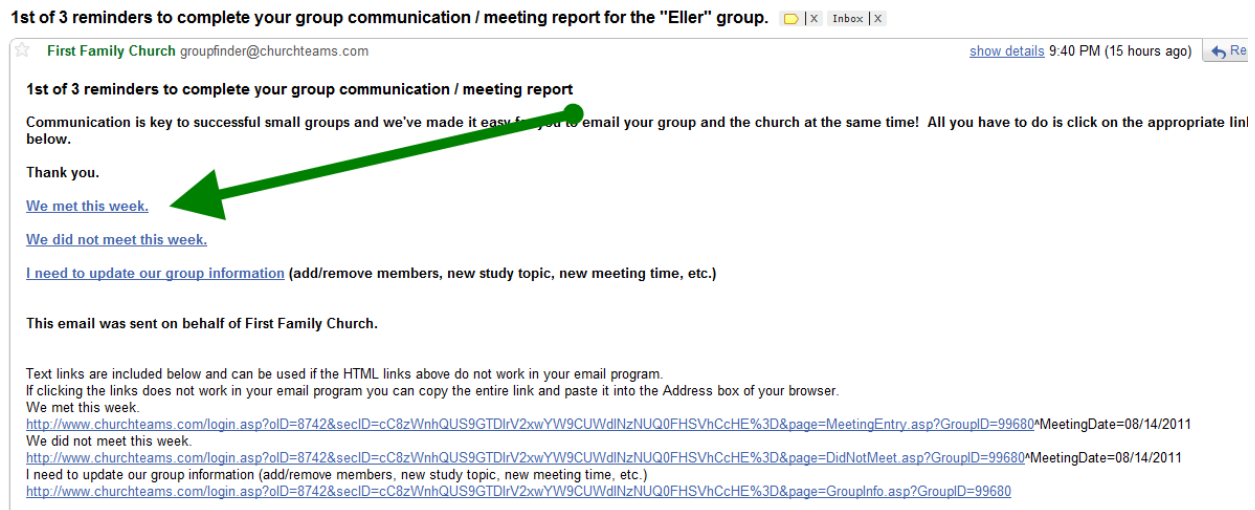


## How to Complete a Meeting Report

Check your email inbox following your regularly scheduled Lighthouse Meeting. You will be sent up to three reminders to complete your group communication / meeting report.



Open the email message and click on either “We met this week” or “We did not meet this week.”



## How to Complete Your Meeting Report (Continued)

**lighthouse ministry**  
[firstfamilyministries.com/groups](http://firstfamilyministries.com/groups)

### Meeting Information For The "Eller"

Meeting Date:  Next meeting date:

[Click here](#) if you did not meet this week. (Note: information typed on this page will not be saved)

Topic:  Location:

When is your next Service Project [Add New](#)

Attendance:  
[Check all members](#) [Uncheck all members](#)

\*Eller, Chris Family  
 \*Eller, Christine Family

\* indicates "Lighthouse Leader"

[Add new member](#)

# of Guests (visitors in addition to members listed above):

Member Attendance Count: 2  
Total attendance (with guests): 2

Make sure the date is correct and adjust location if needed

Check group members who attended. (See this guide if you need to add new members.)

Add the number of guests in attendance.



## How to Complete Your Meeting Report (Continued)

Meeting Notes:

Prayer Requests:

Enter your email address in the field below. This is the email address you will use to receive replies to this message.

Send a copy of the email to the entire group

Save & Send Meeting Information    Undo Changes

Fill in the appropriate meeting notes to help keep your group members up-to-date if they miss a meeting.

Add any prayer requests that are mentioned during your group meeting.

Enter the email address you want to use for any replies to this message.

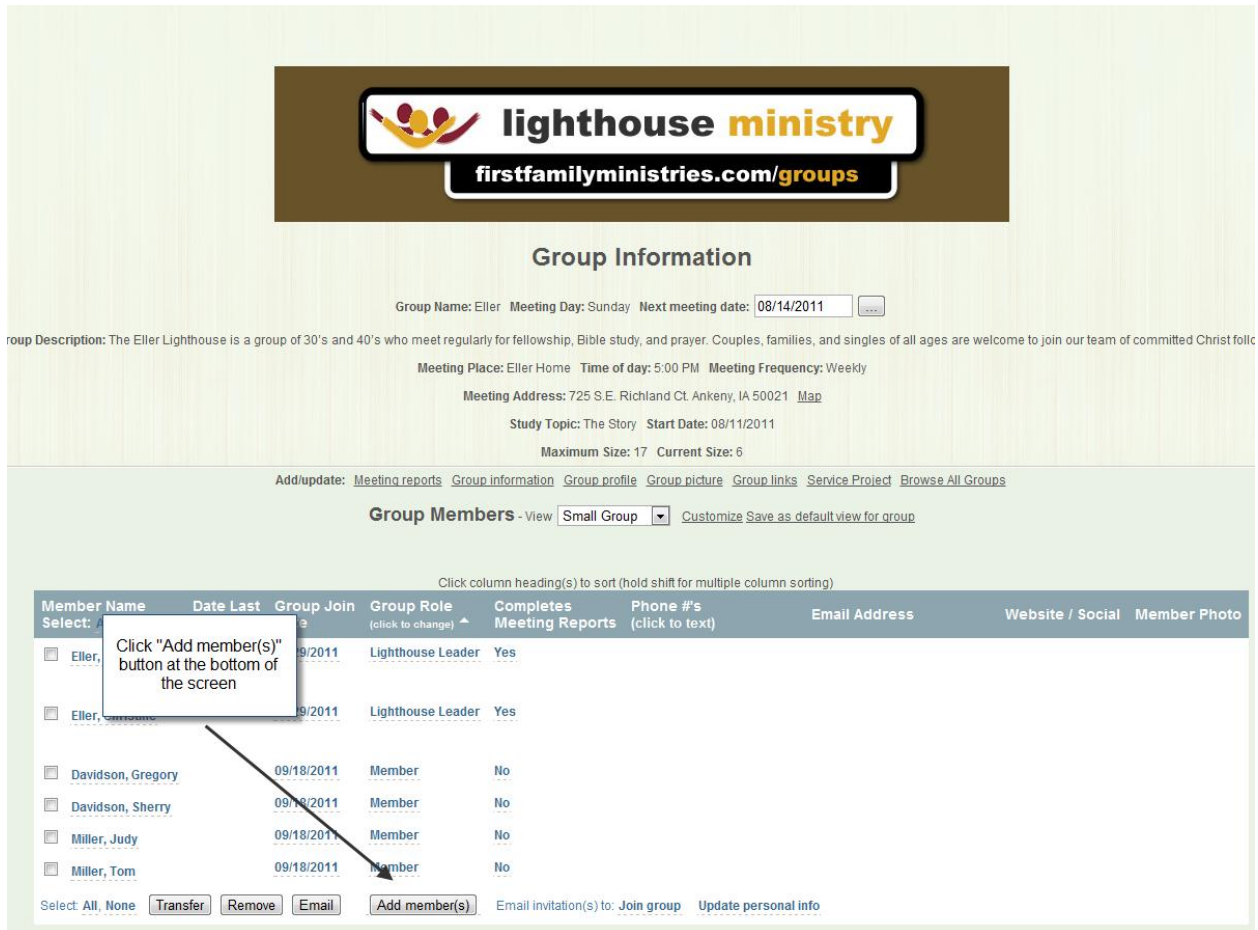
Decide if you want everyone in the group to receive this email. If unchecked, the report will only go to your elder and to the church staff.

Click here to finish and send your report.



## How to Add Group Members

1. Click "Add member(s)" button at the bottom of the screen.



**lighthouse ministry**  
firstfamilyministries.com/groups

### Group Information

Group Name: Eller Meeting Day: Sunday Next meeting date: 08/14/2011

Group Description: The Eller Lighthouse is a group of 30's and 40's who meet regularly for fellowship, Bible study, and prayer. Couples, families, and singles of all ages are welcome to join our team of committed Christ followers.

Meeting Place: Eller Home Time of day: 5:00 PM Meeting Frequency: Weekly

Meeting Address: 725 S.E. Richland Ct. Ankeny, IA 50021 [Map](#)

Study Topic: The Story Start Date: 08/11/2011

Maximum Size: 17 Current Size: 6

Add/update: [Meeting reports](#) [Group information](#) [Group profile](#) [Group picture](#) [Group links](#) [Service Project](#) [Browse All Groups](#)

### Group Members

View: Small Group Customize Save as default view for group

Click column heading(s) to sort (hold shift for multiple column sorting)

Member Name	Date Last	Group Join	Group Role	Completes Meeting Reports	Phone #'s	Email Address	Website / Social	Member Photo
<input type="checkbox"/> Eller, ...		09/2011	Lighthouse Leader	Yes				
<input type="checkbox"/> Eller, ...		09/2011	Lighthouse Leader	Yes				
<input type="checkbox"/> Davidson, Gregory		09/18/2011	Member	No				
<input type="checkbox"/> Davidson, Sherry		09/18/2011	Member	No				
<input type="checkbox"/> Miller, Judy		09/18/2011	Member	No				
<input type="checkbox"/> Miller, Tom		09/18/2011	Member	No				

Select: All, None     Email invitation(s) to: [Join group](#) [Update personal info](#)

Callout box: Click "Add member(s)" button at the bottom of the screen



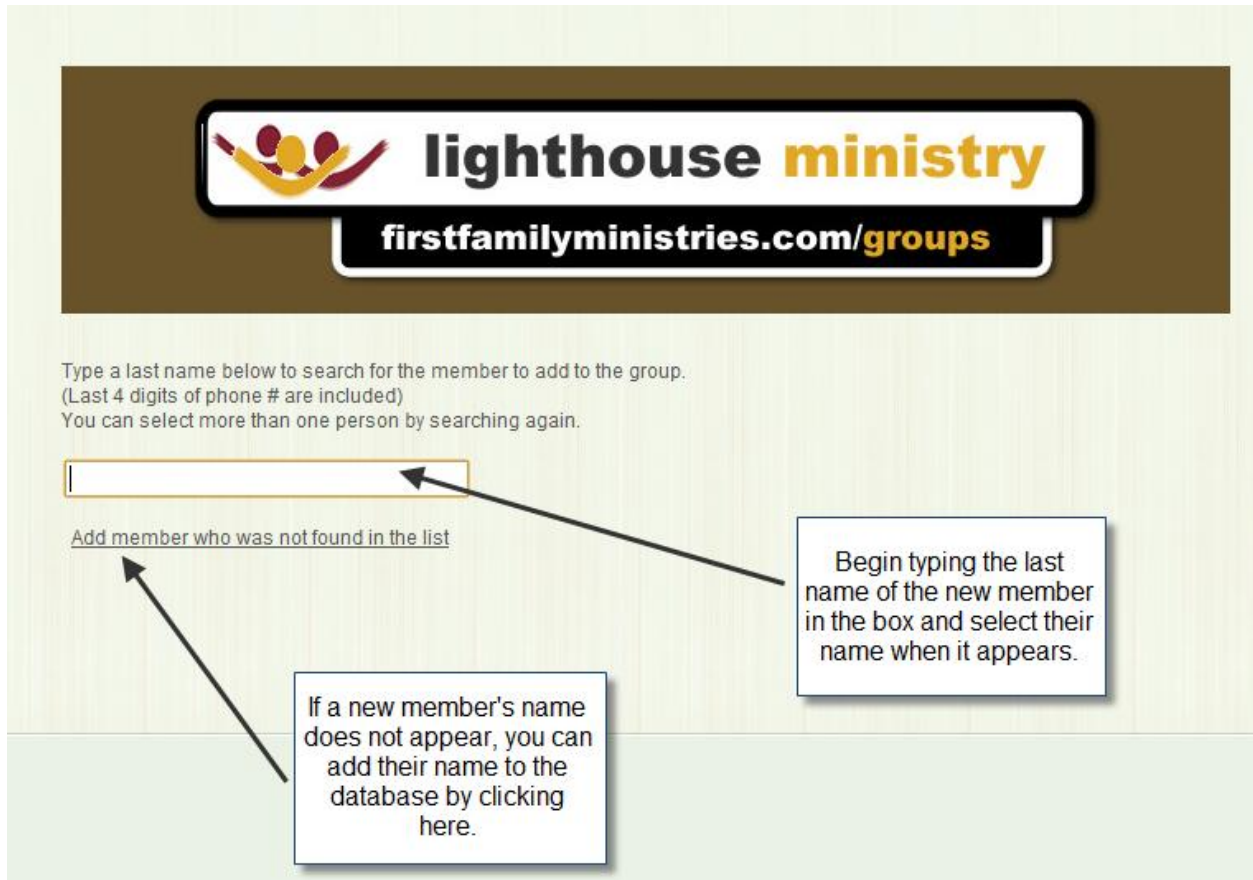
2. Select the first date your new members started attending your group. If this is the beginning of a new Lighthouse year, select the first night your Lighthouse will meet.



Click the date the member(s) you are adding first attended or joined the group. Members will not show up on an attendance list prior to the day you select.



3. Begin typing the last name of the new member in the box and select their name when it appears.



**lighthouse ministry**  
**firstfamilyministries.com/groups**

Type a last name below to search for the member to add to the group.  
(Last 4 digits of phone # are included)  
You can select more than one person by searching again.

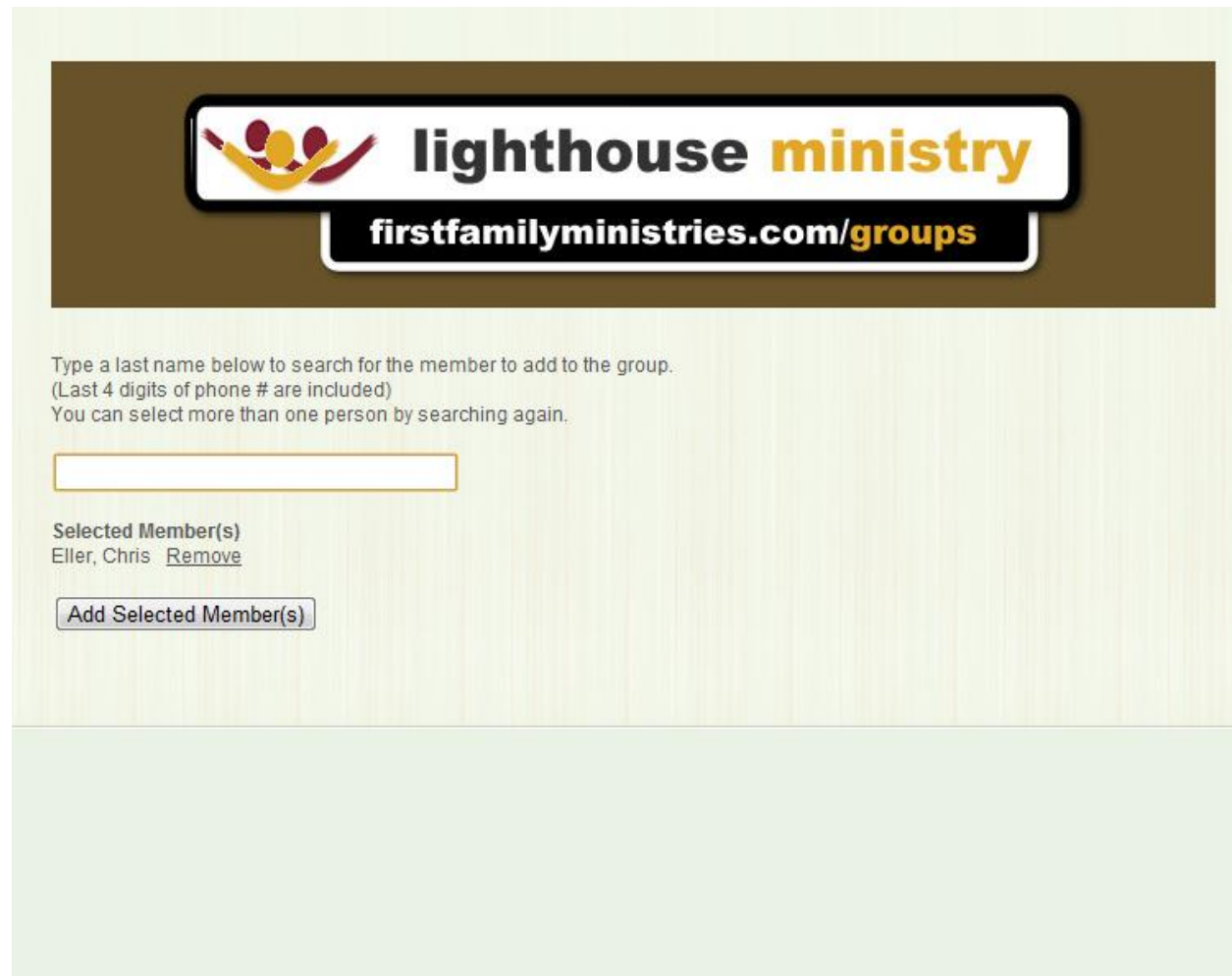
[Add member who was not found in the list](#)

Begin typing the last name of the new member in the box and select their name when it appears.

If a new member's name does not appear, you can add their name to the database by clicking here.



You can select multiple names before clicking on the “Add Selected Member(s)” button to add the new members to your group.



The screenshot shows a web interface for 'lighthouse ministry'. At the top, there is a dark brown banner with the 'lighthouse ministry' logo on the left, which consists of three stylized figures in red, yellow, and blue. To the right of the logo, the text 'lighthouse ministry' is written in a bold, sans-serif font, with 'lighthouse' in black and 'ministry' in yellow. Below this, a white rounded rectangle contains the URL 'firstfamilyministries.com/groups' in a bold, black, sans-serif font.

Below the banner, there is a light green background. The text reads: 'Type a last name below to search for the member to add to the group. (Last 4 digits of phone # are included) You can select more than one person by searching again.' Below this text is a white rectangular search input field with a thin orange border.

Below the search field, the text 'Selected Member(s)' is displayed. Underneath, the name 'Eller, Chris' is listed with a 'Remove' link next to it. At the bottom of this section is a button labeled 'Add Selected Member(s)'.



If a new member's name does not appear, you can add their name to the database by clicking here.

By entering your mobile phone and carrier you agree to receive text messages from the ministry.  
Mobile Phone:  Mobile Carrier:

External ID (used for synchronizing with outside databases):

Please note this Church Member Type Explanation:  
This Member Type is a church/organization member type such as Member for church members, or Regular Attender. This is separate from the Group Member Type which is the role a person holds in their small group (i.e. Leader, Member, Host, etc.) and is selected when a person is added to a small group.

\*Church Member Type:

Age Category:

Gender:

Unlisted Member:

Birth Date:

Marital Status:

Allergies / child notes:

Website / Social:

First Visit:

Second Visit:

Third Visit:

New Member Class:

Date Baptized:

Unknown  
 Administrator  
 Creative Arts  
 Craftsmanship  
 Discernment  
 Evangelism

Ministry Interests: (more than one item can be checked)

Unknown  
 Adult  
 Children  
 Community Involvement  
 Craftsmanship  
 Custodial

**Fill in as much information as possible. Be sure to include all of the required fields.**

**Click "Save Information" and this person will be added to your group.**

**NOTE:** In order to add a name to the database, you must have at least a first name, last name, and email address for each person.



## How to Update Your Lighthouse Information

1. Click on "Group information"



The screenshot displays the Lighthouse Ministry website interface. At the top, there is a logo for "lighthouse ministry" with the URL "firstfamilyministries.com/groups" below it. The main heading is "Group Information". A callout box with the text "Click on 'Group information'" has an arrow pointing to the "Group information" link in the navigation menu. The page content includes details for a group named "Eller":

- Meeting Day: Sunday
- Next meeting date: 08/14/2011
- Meeting Place: Eller Home
- Time of day: 5:00 PM
- Meeting Frequency: Weekly
- Meeting Address: 725 S.E. Richland Ct. Ankeny, IA 50021
- Study Topic: The Story
- Start Date: 08/11/2011
- Maximum Size: 17
- Current Size: 6

At the bottom, there is a navigation menu with links: Meeting reports, Group information, Group profile, Group picture, Group links, Service Project, and Browse All Groups. Below the menu, it says "Group Members - View" with a dropdown menu set to "Small Group" and a link to "Customize Save as default view for group".



2. Update any of the information necessary.



firstfamilyministries.com/groups

### Basic Group Information

\* = Required Field

\* Group Name:

\* Meeting Day:

\* Group Description:  

The Eller Lighthouse is a group of 30's and 40's who meet regularly for fellowship, Bible study, and prayer. Couples, families, and singles of all ages are welcome to join our team of committed Christ followers!

\* Time of Day:

\* Meeting Frequency:

Meeting Place:

Meeting Address:

Meeting City:  State/Province:  Zip/Postal Code:

Study Topic:  Start Date (mm/dd/yyyy):

\* Maximum Size:

Group Elder:

Exclude group from the matching process

Everyone in the database is a potential member of this group. We want to use this group to track attendance for worship or an event that everyone in the database is invited to attend.

Notify Lighthouse Leader(s) via email of all group changes. This is especially useful when someone other than the Lighthouse Leader is updating group information.

Enable reminder emails for completing meeting reports.

3. Click "Save Group Information" to save your changes.

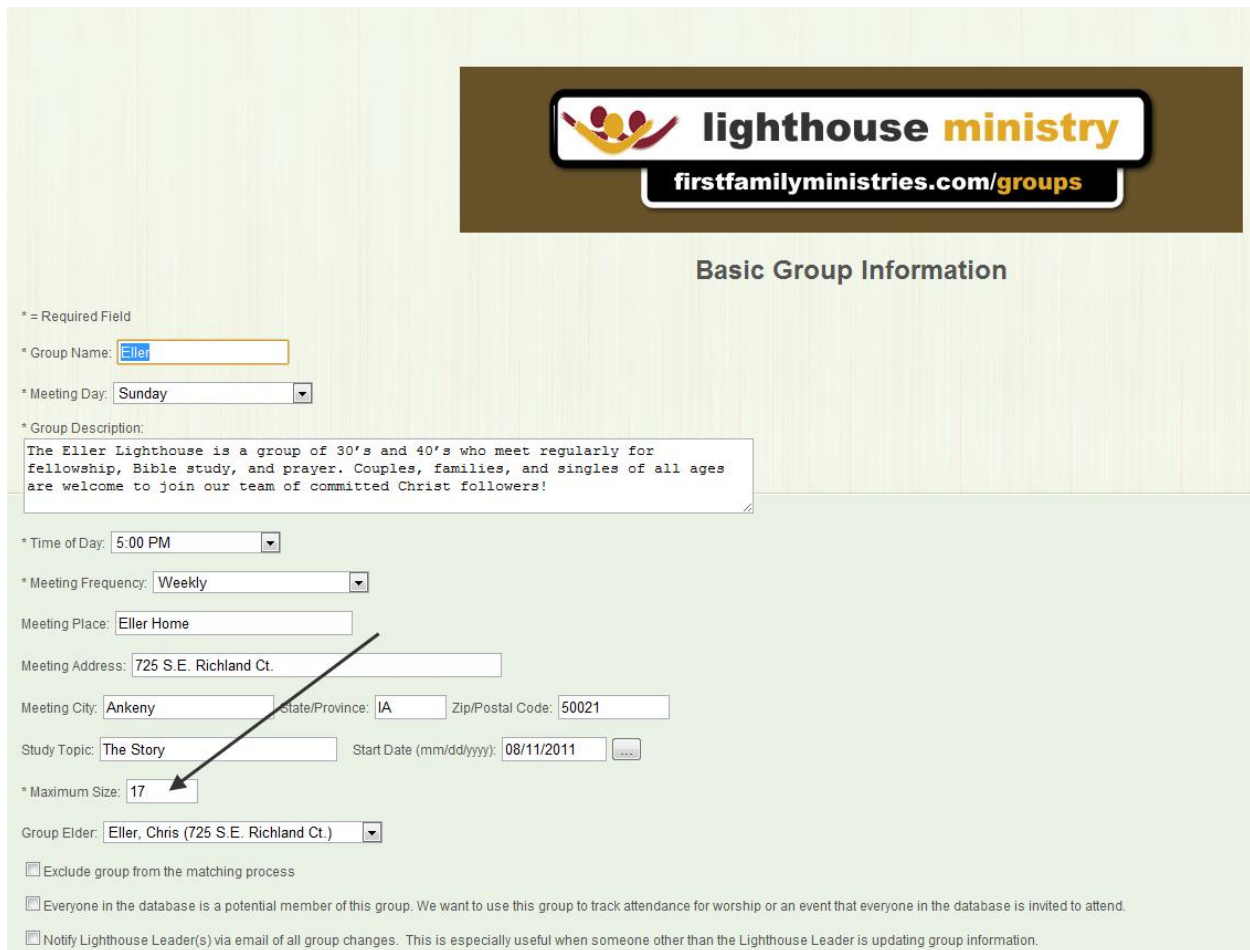
Group Password (required to change information later):

Confirm Password (re-enter password for verification):



## How to Mark Your Group Full

1. Click on Browse Small Groups
2. Select your Lighthouse from the list
3. Click on “Group Information”
4. Make sure your “Maximum Size” is correct. If the maximum size is equal to or less than your actual membership, your Lighthouse will not appear in the “Group Finder” on our website.



**lighthouse ministry**  
firstfamilyministries.com/groups

### Basic Group Information

\* = Required Field

\* Group Name: Eller

\* Meeting Day: Sunday

\* Group Description:  
The Eller Lighthouse is a group of 30's and 40's who meet regularly for fellowship, Bible study, and prayer. Couples, families, and singles of all ages are welcome to join our team of committed Christ followers!

\* Time of Day: 5:00 PM

\* Meeting Frequency: Weekly

Meeting Place: Eller Home

Meeting Address: 725 S.E. Richland Ct.

Meeting City: Ankeny State/Province: IA Zip/Postal Code: 50021

Study Topic: The Story Start Date (mm/dd/yyyy): 08/11/2011

\* Maximum Size: 17

Group Elder: Eller, Chris (725 S.E. Richland Ct.)

Exclude group from the matching process

Everyone in the database is a potential member of this group. We want to use this group to track attendance for worship or an event that everyone in the database is invited to attend.

Notify Lighthouse Leader(s) via email of all group changes. This is especially useful when someone other than the Lighthouse Leader is updating group information.

5. Click “Save Group Information”



## How to “Pause” Your Lighthouse Meeting Reminders While Your Group Takes a Break

Sometimes groups take time off during the holidays or summer, and that’s great. Imagine how frustrating it could be, however, for a new person looking for a group to find groups listed online that are not currently meeting.

For this reason it is vital that leaders take the responsibility to “pause” their group during times that they are taking a break. A good rule of thumb is this: if your group is not going to meet for one month or more you should “pause” your group’s information in the online Group Finder.

Here’s how:

1. Login to ChurchTeams via your email reminder or through our website
2. Change your group start date to the next date your group will meet.



**lighthouse ministry**  
firstfamilyministries.com/groups

### Basic Group Information

\* = Required Field

\* Group Name:

\* Meeting Day:

\* Group Description:

\* Time of Day:

\* Meeting Frequency:

Meeting Place:

Meeting Address:

Meeting City:  State/Province:  Zip/Postal Code:

Study Topic:  Start Date (mm/dd/yyyy):

\* Maximum Size:

3. Click “Save Group Information”

