Why this is important: What happens outside the group or between group meetings is as important as what happens during group time. Communication about meeting times or locations, prayer requests or group 'housekeeping' keeps group members informed and plugged in, helps foster a sense of 'doing life together' and facilitates spiritual growth.

Scripture: A word fitly spoken is like apples of gold in a setting of silver. (Proverbs 25:11)

This role has two functions: 1) keeping group members informed about group-related information using either *myShepherd* or email/text, and 2) maintaining the group page in *myShepherd*, the church's member database. *myShepherd* can be accessed either through the Shepherd website (sov.church) or through a mobile app called *LEAD*.

Communicating With Your Group Members:
Communication within your small group is most often done via email through either *myShepherd* or *LEAD*, but can also be done by personal email, text or phone if preferred. You may wish to poll your group members to determine which method they prefer.
Communications within your small group might include information about the following:
- Meeting schedule and/or meeting changes
- Prayer requests (Many groups pass a journal during group time to record prayer requests/answers.)
- Snack schedule
- Event or serving plans

How to use *myShepherd* to send an email to your group members:
- Log in to your personal *myShepherd* account (find a link on the bottom right of any web page at www.sov.church).
- Click *Groups* in the left margin.
- Click on your small group name.
- Click *Messages* from the top menu.
- Click *New Message* in the upper right.
- Under *Send Message To*, select *all participants* in the drop down menu (or specific individuals, as appropriate).
- Under *Reply To*, select *all participants* (or other as appropriate).
- Click the box next to '*Pin this message to the top of the list*' to make it easy for members to find and so that the newest messages will always appear at the top.
- Add a subject to the subject line and type your message in the large box.
- Scroll down and click *Send* at the lower right.

How to use the *LEAD* app to send an email to your group members:
- Download the *LEAD* app from either Google Play or the Apple Store.
- You will need to select Shepherd of the Valley the first time you use *LEAD*, and you will need to use your *myShepherd* login and password to access.
- Open the app and tap *Groups* on the menu at the bottom.
- Tap on your small group name.
- Tap on the + sign at the top right to add a new message.
- Next to *To:*, select *All Group Participants* in the drop down menu (or specific individuals, as appropriate).
- Add a subject to the subject line and type your message in the large box.
- Tap *Send* in the upper right.

Maintaining Your Group's Information in *myShepherd*:
In addition to sending communications to group members, these programs allow you manage/update information about your group including the following:
- Group roster / participant list
- Member photos (https://www.youtube.com/watch?v=ODgcCnGked0&list=PL-4WfXfTFQNvO0Z4CO3QiuLT4tMMazW1v&index=6)
- Member profile information
- General group info such as time, date and location of meetings
- Information about what your group is studying
- Indicating whether you are open to adding additional members (listed vs. unlisted)
- Recording attendance
- Tracking birthdays
- Printing labels or nametags
- Sharing documents/files with group members

Helpful Videos:
Visit https://vimeo.com/234611763/e128fcd6f9 for video instructions for updating your group information in *myShepherd*.
Or visit https://sov.church/wp-content/uploads/2020/12/SG-Leader-Guide_sm_Jul2019.pdf for written instructions for updating your group information in *myShepherd.*
Visit https://www.youtube.com/watch?v=tR4vmLpYwHc&list=PL-4WfXfTFQNvO0Z4CO3QiuLT4tMMazW1v&index=5 for video instructions for using the *LEAD* app. (Note: This video is addressed to Tuesday am leaders, but will be useful for all.)