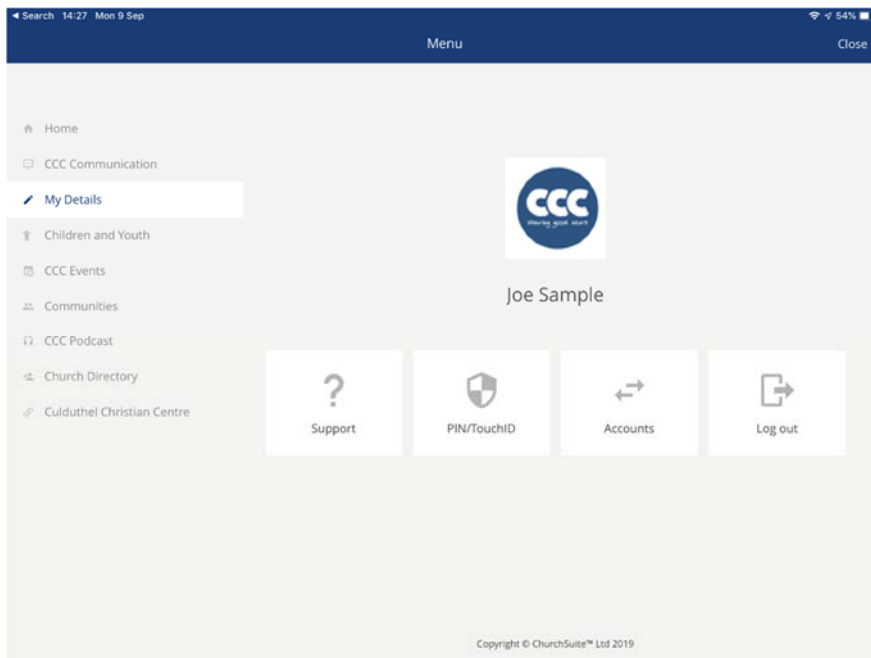# HOW TO USE COMMUNITIES

Home Groups (Communities)

We are excited for you to use this tool to help strengthen how we ensure everyone is known and needed in our Home Groups (Also known as Communities within ChurchSuite).

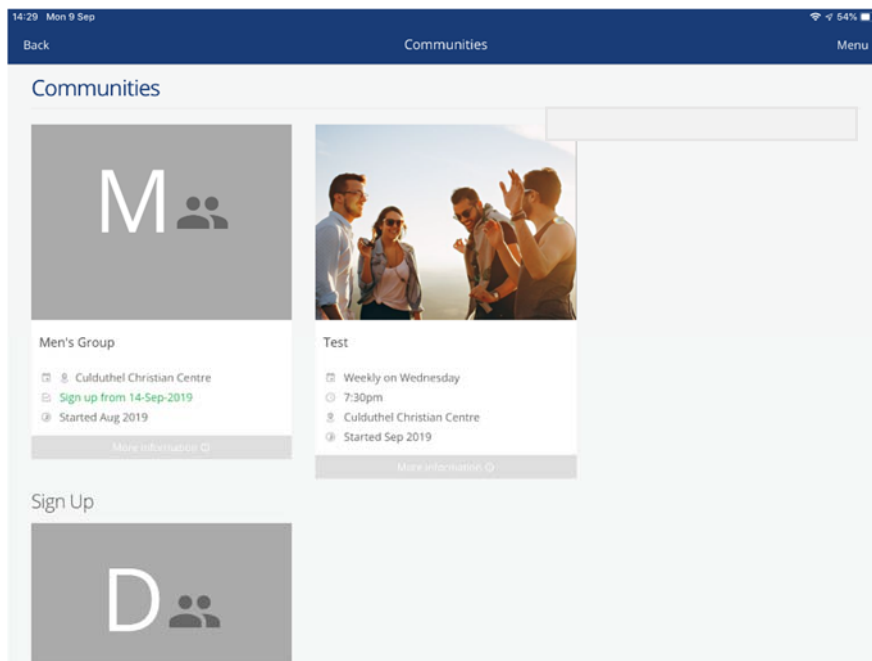There are plenty of features which we hope will be helpful for you.

Your Home Group (Community)

If you click on 'Communities in the left-hand menu, it will take you to your Home Group page.
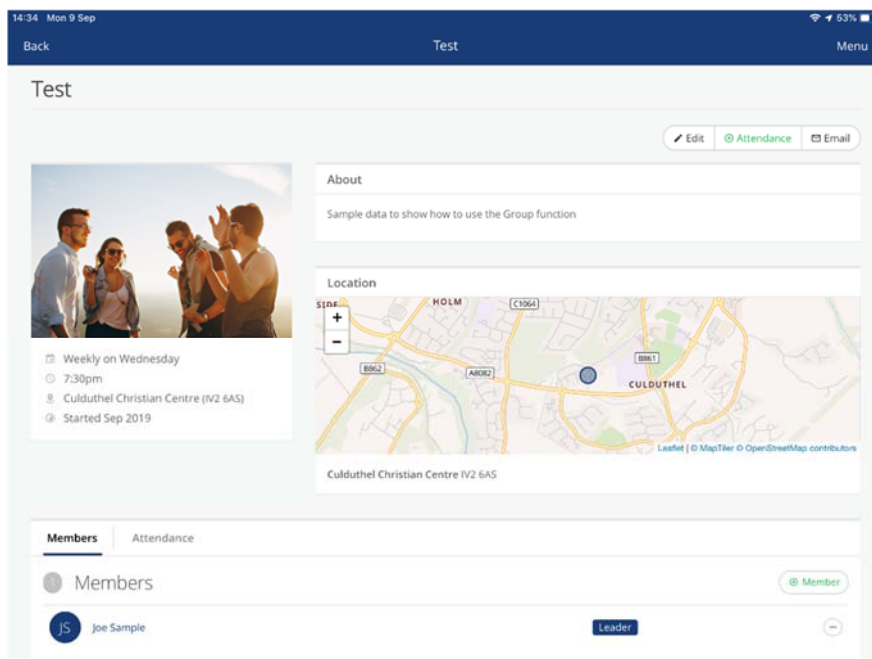

The options shown are the groups you are a part of; you will also see below a list of other Home / Discipleship Groups which CCC members and adherents can sign up to.

This document uses an example Home Group "Test".

If you click on the "Test" group it will take you to the following page

Editing the Group Details

The Group Name, Frequency of meeting, Day, Time, Location Name, Postcode and Description are all pre-set – please get in touch with the Digital Team if you would like to change any of these details.

Adding and Removing Members

Your Group page allows you to remove existing members or search for and add new group members from the existing ChurchSuite database. You will only see those people whose privacy settings permit.
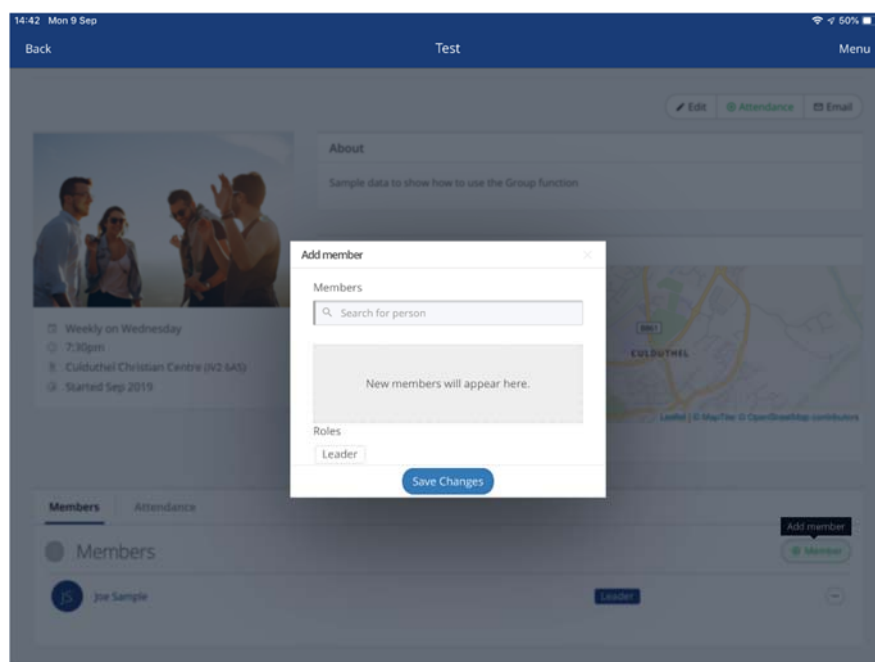
Ahead of 1st January please add any existing members not listed in your group. If existing members are not on ChurchSuite, you will not be able to add them.

Going forwards, if you meet someone on a Sunday and invite them to your Connect Group, please send them your unique group link so that they can 'apply'; the Digital Team will then approve their application**. Your unique group link will be emailed to you.

To add a member select '+ Member' and the following pop up will appear. You can search and add a new member.

** Sending your unique group link ensures we as a team can check each individual from a safeguarding perspective, before they officially join your Home Group.
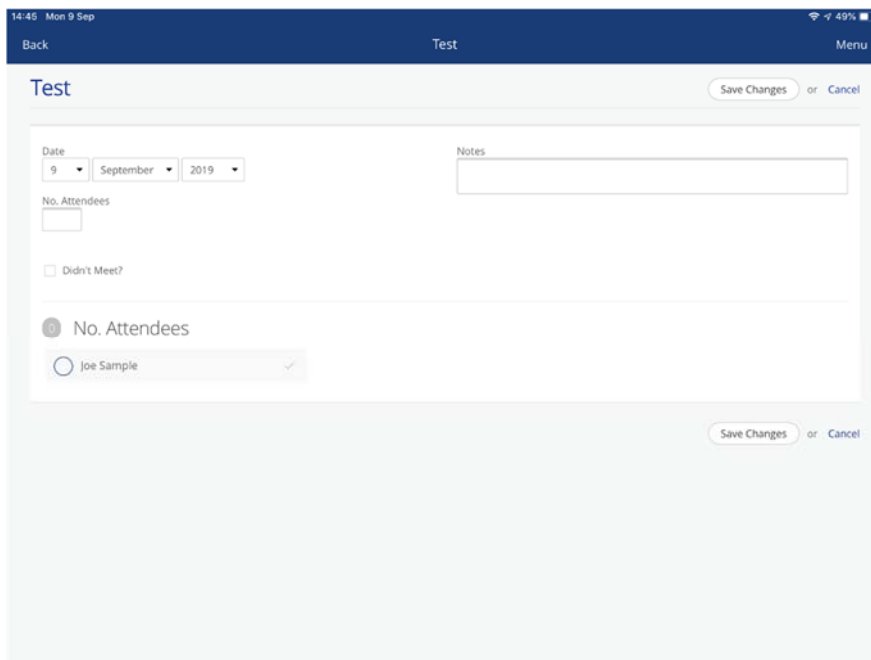
Please speak to the Digital Team at CCC if you can't locate a member in the search, or if you have someone new join your group who wishes to have their details added to the church database.

To remove a team member click on the little dots to the right of the members name and select the remove option.

Record Attendance

To record attendance at your group, click the 'Attendance' button in the top right-hand corner of the group page. The 'attendance area' page opens. Set the date of the attendance. Select each group member present, add any optional notes and save changes.
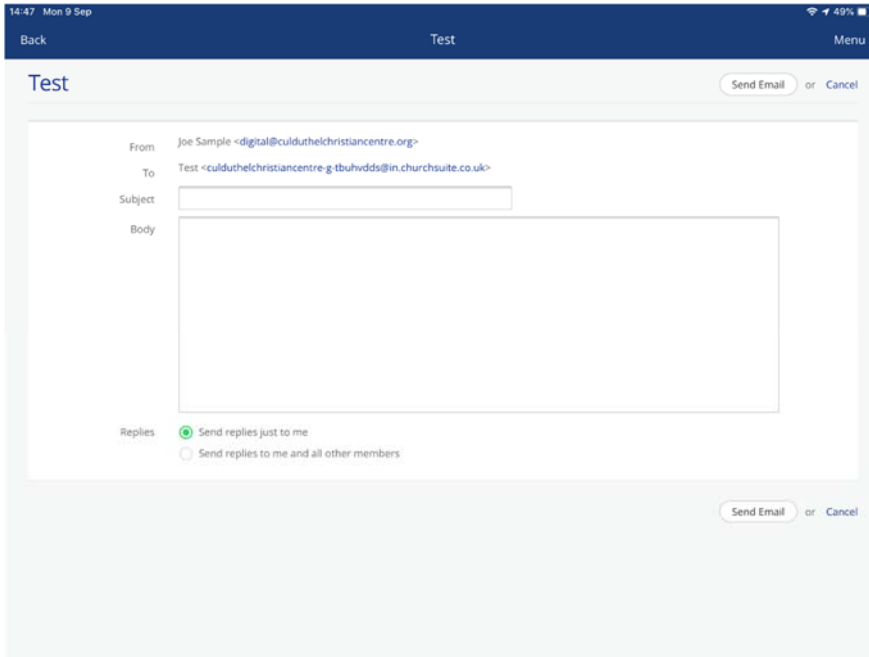

You can view attendance statistics to identify patterns of attendance and notice if anyone has stopped attending and may need following up.

Emailing your Connect Group

This function is optional for use.

The group email button is located in the top right corner. This is ideal for circulating prayer requests, group information or any other key communication.

Notes about the group email feature:

- Originators of group emails can set whether replies go to just themselves or to all other group members. We recommend you always set the reply to go to you as the leader.

- Only group members can use the group email address - it's a closed group email system.

- It's not possible to restrict email circulation - it goes to all group members. Therefore, one-to-one, private messages should not be sent using this feature.

- On receiving a group email, the message makes it clear whether replies are sent to the entire group, or just the sender.

- Group emails sent, and any replies, are all recorded in your CCC Communication page.

- Group emails are sent to all Home Group members who have a valid email address and have not opted out of receiving church emails in their communication settings.

Thank You!

Thank you so much for all you do as Home Group Leaders and for being willing to use My ChurchSuite. We welcome your feedback on how you find getting set up on ChurchSuite. If you have any questions at all, please get in touch with the Digital Team.