



Objective 9 – Administrative Aspects

If you have not completed this task, please take time to review the "Introduction to Groups for Leaders" - located in the Church Central App:

<https://pcogroups.zendesk.com/hc/en-us/articles/360006319853>

Today we will cover the following administrative topics:

Growth Group Guide Resources

- How to take attendance
- How to add/remove a member
- How to add/modify an event

How to contact members:

- Email members
- Automatic reminder

If you have any questions or need additional assistance completing tasks, please feel free to contact me:

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