

# Take Attendance & View Your Roster

## WHY ATTENDANCE MATTERS

Attendance is an important part of caring for people, not just tracking numbers. By taking attendance each week, we can:

- Follow up with members who may have stopped attending or need care.
- Track participation throughout the semester.
- Identify potential future leaders who have completed a full Grow Group semester.
- Maintain accurate records as groups multiply, launch, or welcome new members.

Attendance is required for every Grow Group each week. While the Host is typically responsible for taking attendance, the Leader may do so if needed.

## PREFERRED METHOD: CHURCH CENTER APP

The easiest way to manage attendance is through the free Church Center app. Using the app allows you to:

- Take attendance quickly and easily.
- Communicate with members through group chat and email.
- Access group resources and files.
- View and manage your group roster.
- Stay connected to multiple groups if applicable.
- Receive leader-specific resources and updates.

### Getting Started

- Download the Church Center app from the Apple App Store or Google Play Store.
- Create an account or log in using the same account you use for online giving at Ridgepoint Church.
- Verify your account using the text message sent to your phone (2-step verification).
- Once logged in, select Groups from the bottom menu and choose your Grow Group.

### Group Features

Within your group page, you can:

- View upcoming meetings and events.
- Access resources and files.
- View group members and contact information.
- Send group chats or emails.
- Invite new members.
- Manage notifications and communication preferences.

## TAKING ATTENDANCE IN THE CHURCH CENTER APP

- Open the Church Center app.
- Select your Grow Group.
- Open the current event or meeting.
- Tap Take Attendance.
- Check the box next to each person who attended.
- Tap Submit to save your attendance.

Attendance can be completed during or after the meeting.

**THIS IS  
THE CHURCH  
CENTER APP**



## Need to Edit Attendance?

If you forget to take attendance or need to make changes:

- Open your group in Church Center.
- Select Events.
- Choose See Past Events.
- Select the meeting you need to update.
- Edit attendance and save your changes.

## ALTERNATIVE METHOD: EMAIL

If you prefer not to use the Church Center app, attendance can also be submitted through email.

- 60 minutes before each scheduled meeting each week, you will receive an attendance email.
- Open the email and click Take Attendance.
- Check the box next to each person who attended.
- Click Submit to save attendance.

If changes are needed after submission, simply reopen the attendance form and update the roster.  
Thank you for helping us care well for the people in your Grow Group!

