

How to Build a Group in CCB – RADIUS Church

If a group has led previously, duplicate and edit details instead of building from scratch.

Group Details

- **Group Name:** Year Type (Leader Last Name)
 - Example: 2026-27 Women (King/Nichols)
- **Photo:** see *Group Photo Upload Instructions* or comms handles this?
- **Description:** 1 to 2 sentences
 - Length is important for the *Find Community*
 - Example: *Whether single or married, we gather to worship, pray, grow in Scripture, and have real conversations about life as followers of Jesus.*
 - If a group is delaying their start date, this is a good place to add that.
 - Example: **Starts September 10* Whether single or...*
- **Area of Town**
 - If at one of the RADIUS campuses, pick that campus.
 - If not at a RADIUS campus, pick the city/town.
- **Mailing Address**
- **Meeting Day**
- **Meeting Time**
- **Childcare:** Optional

Notifications

- **Email group leaders when participants join or leave on their own:** Yes
- **Interaction Type:** Members Interact
- **Emails from the Group:** Yes
- **Text Messages from the Group:** Yes

Leader Access & Reporting

- **Add or Remove Participants:** Yes
- **Upload Files to this Group:** Yes
- **Member Privileges**
 - Send Messages: Yes
 - Create Needs: Yes

- Upload Files: Yes
- **Listed:** Yes
- **Public Search**
 - This is turned on at the appropriate promotion time. For the Fall semester, this is done by the Thursday before the Sunday promotion.
 - When a group is no longer open, you uncheck this box.
- **Membership Type:** Open to All
- **Public Form**
 - Example: *Fall 2026 Group – (King/Nichols)*
- **Group Type**
- **Department:** Groups
- **Inactive:** Only check this if a group is no longer meeting or if it is time to change to the groups new year (2025-26 → 2026-27)
- **Participant Limit – 12**
 - This can be changed based on the group.
 - Midsize groups can take on more.
 - A group meeting in someone's living may only be able to take on 8.
- **Attendance Groupings:** Community Groups
- **Last Step:** Create Group