

New Group Leader Onboarding – Revised Fall 2023

1. Potential Group leader attends Groups DNA Training online available all throughout the year, or in person during the months of August, December, and April.
 - a. [Groups DNA Training](#)
 - b. [In Person Groups DNA Training Script](#)
2. Potential Group leader **completes** registration form and covenant. This could be done online for those who watch the training on demand.
 - a. [New Group Leader Registration Form & Covenant \(Digital\)](#)
3. Completion of online registration triggers Ministry Systems Specialist to verify potential Group Leader's membership in MP. Specialist sends info to CP/Groups Director.
4. CP/Groups Director reviews potential Group Leader's social media platforms.
5. Interview (in-person, video conference, or phone call) with CP/Groups Director (review the covenant as part of this interview).
 - a. [Potential Group Leader Interview Questions](#)
6. If approved to serve as a Group Leader, CP/Groups Director confirms that the Group Leader covenant has already been signed.
7. Campus Ministry Assistant **emails** link to get Group information and details (email template saved in MP). This comes back to Ministry Systems Specialist who will confirm with CP/Groups Director that they received it.
 - b. [Group Information Registration/Update Form](#)
8. Ministry Systems Specialist **updates** MP database and confirms with campus.
9. Ministry Systems Specialist sends new Group Leader an email with information on how to create a GroupLife account and how to use GroupLife to manage their Group.
10. Group **launches** at next semester or when CP/Groups Director approves.