

Add/Drop Policy

Below you will find guidelines that we have set for you to know the best way to approach adding and removing members from your group. In Groups, we understand that life is messy, and things come up! This is why we have what we call our “Add/Drop Policy”- very similar to the beginning semester of a college course. This policy is in place to give you the freedom and authority as the Connect Group Leader to keep your group member list as up-to-date and accurate as possible. If you have any questions or hesitations about adding or removing members, you can always reach out to your Team Lead for guidance!

1. Adding New Members

As a Connect Group Leader you are able to add members to your Group as long as space allows and you feel comfortable leading a Group of that size. (A good rule of thumb: if you cannot take accurate attendance, your group is too big!) For groups that are based on specific content, it is our recommendation that you do not add new members past week 3, it will be too hard for someone to catch up at that point

*Please make sure to reach out to those requests within 48 HRS. If your group is full, please make sure to let them know either way.

2. Dropping/Removing Members

We ask that you reach out to every person who joins your Group prior to your first meeting. If someone does not respond or show up the first week, reach out to them again via text to be sure they saw your message.

After 3 attempts at contacting someone via text without a response, it is okay to assume that the member is no longer interested in attending your group and you can remove them from your group. Just make sure you let them know why! Here’s an example text we would send:

Hey Grace! I’ve sent you a few texts about our group through theChapel. We are bummed you haven’t been able to join us over the last few weeks, but totally understand that our group may no longer fit your schedule. There may be a group that will be a better fit for your needs. Check out the Groups directory at <https://thechapel.cc/groups/> Since I haven’t heard back from you yet, I’m going to go ahead and remove you from our group so we’re not sending you info you might not be interested in. If you do still want to join us or any other group in the future, just reach out! Would love to help you get connected!