



## Groups

### Frequently Asked Questions

#### ***What is the Groups feature in Realm?***

Groups is the feature in the Realm database that facilitates formation and interaction among church members who are involved in groups of one kind or another. This includes everything from slate-elected groups involved in church governance, such as Support Boards and Special Ministry Teams, to Ministry Teams, task forces, working groups, small groups, and other lay- and clergy-led groups in the church.

#### ***How do I find Groups in Realm?***

On your desktop or laptop computer, choose “Groups” from the main menu. You will see “Your Groups” above. Next to that click on “Find Groups,” click on a category to see the groups within it, and click on the group to see more. In the Realm Connect mobile app, click on “More” (3-dot menu in the lower right), click on “Groups,” and follow the steps above.

#### ***What can I do in Groups?***

Once a Group is formed in Realm it is included in the list of “All Groups.” For those individual members in that group the following functions are provided:

- List of Participants - with contact info
- E-mail Communication – to the entire group or individually
- Resources – posting of and access to documents pertinent to the group, by anyone in the group
- Events – listing of group events and attendance at events if desired (Note: Events feature to be launched in late spring 2024.)

#### ***What Groups appear in Realm at launch?***

At launch in spring 2024 the following Groups are included in Realm:

- Church Council
- Support Boards
  - Christian Service
  - Faith Formation
  - Spiritual Care (Deacons)
  - Stewards
- Special Ministry Teams
  - Participation & Involvement





***I'm the leader of a Ministry Team, Special Ministry Team, or other group in the church. How can I start a Group in Realm for my team?***

If you feel your group would benefit from establishing a group presence in Realm, contact the Realm Launch Team via the support e-mail below and we will help facilitate formation of your group.

***Group membership changes over time as individual members come and go. How will that be handled?***

For those groups in Realm that have slate-elected positions the group members will be updated by Realm database administrator Andrea Bellarosa after the Annual Meeting each year. For all other groups the designated group leader can add and delete group members as needed. Note that when deleting a group member leaders should click on "Keep History" for database recordkeeping purposes.

***What if I run into a problem using Groups in Realm -- how do I get help?***

If you encounter any issues or have a question about using Groups in Realm, or if you have other issues involving logging in or using Realm, reach out to the Hills Church Realm Launch Team with your concerns at [realmsupport@hillschurch.org](mailto:realmsupport@hillschurch.org).

***The Hills Church Realm Launch Team looks forward to seeing you in Realm!***

Susie Alexander / P-O Davidson / Doug Eisenhart / Ted Garland / Steve Groff / Chris Stowell

