

Set up Small Group Leaders

After adding your groups to the [small groups structure](#), you must designate leaders for each group. When a member requests to join a small group, the small group leader is assigned that connection. Members cannot request to join small groups that do not have leaders.



Note

You must assign parent-level group leaders a staff or administrator profile. You must assign bottom-level group leaders a lay leader, staff, or administrator profile.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. Beside the group name, click **Add Leader**.
4. On the **Locate Individual** page, enter search criteria in the **Last Name** and **First Name/Goes-By Name** fields.
5. Click **Run Search**.
6. In the list of members, locate and click the individual name.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. Beside the bottom-level group name, click **Add Leader**.
4. On the **Add Member** page, enter search criteria in the **Last Name** and **First Name** fields.
5. Click **Run Search**.
6. Select the member you want to add as the leader.

Dropping or Deleting Group Leaders

At some point, you may have to drop or delete a group leader, so it's important to understand the difference between dropping and deleting.

- Drop a leader if you want to retain the history of the individual once they begin to serve as leader of the group. Drop them if they served any time as small group leader.
- Delete a leader if you want to remove the record from the Small Group roster. Only delete leaders if you have incorrectly added them to the group roster.

To drop or delete a group leader, in the Small Groups structure tree, click **Drop** or **Delete Leader**.

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- [Small Group Categories Setup](#)
- [Setting Up Your Small Group Positions](#)
- [Entering Small Group Details](#)
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