

## How to Guide for Community Leaders

**Emails:** The reality is you will get lots of email updates see below the different email types and what to do about the emails you receive from Church Teams.

1. Interested in joining a Tribe or learning more about a Tribe
  - a. Forward to the leader "Wanted to make sure you received the email below. Someone is interested in your Tribe! 😊 Could you let me know when you have connected with them? Hope you are having a great day!"
2. 4<sup>th</sup> reminder meeting report has not been completed by leader
  - a. Remind your leader to fill out their meeting report and the importance of our tracking. We are trying to meet a church goal of 75% of our attendance engaged in serving and connecting.
3. Leader meeting report
  - a. Check it out to look for any notes or prayer requests, but you do not need to do anything with this and can delete. 😊
4. Information has been updated to a Tribe
  - a. No need to do anything with this unless it is inappropriate then let your Team Leader know. 😊