

**Class Organization Items/Tools**

* **#1 – CLASS LEADERSHIP UPDATES:**

1. **DETERMINE** what roles (incl. responsibilities), when you will recruit/elect leaders, etc.
2. **EMAIL** the Names (incl. Roles) to [ignite@madisonumc.org](mailto:ignite@madisonumc.org) for addition to appropriate groups[[1]](#endnote-1)

* **#2 – CLASS ATTENDANCE:**

1. **DOWNLOAD** the ShelbyNext App (**preferably atleast 2-3 people from each class**)

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| **Apple/iPhone (The App Store):** | **Android (Google Play):** |
| C:\Users\ben\Downloads\QRCode (1).png | C:\Users\ben\Downloads\QRCode.png |

1. **OBTAIN LOGIN CREDENTIALS** by emailing [ignite@madisonumc.org](mailto:ignite@madisonumc.org) your **full name and the name of the Sunday School class** you participate in
2. **PERMISSIONS** will be granted for limited access to information and functions to take care of approved class roster & attendance functions
3. **USE:** Enter login credentials, click ATTENDANCE, select your group & the date, tap names to add a check by those present, then click the CHECK MARK in the upper left corner to save attendance

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1. **SUBMIT ATTENDANCE MANUALLY BY EMAIL (**[**ignite@madisonumc.org**](mailto:ignite@madisonumc.org)**) or PAPER ATTENDANCE SHEETS** if you prefer; send an email to [ignite@madisonumc.org](mailto:ignite@madisonumc.org) with your **name** & **class’s name** if so

* **#3 – ROSTER MANAGEMENT:**

1. **SHELBYNEXT**: We can give permission to view rosters & propose edits (add/remove names, update contact info); click on GROUPS, select your SS Class, select Edit Profile, make edits, click CHECK MARK in upper right corner to save; or, you can…

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1. **EMAIL**: Contact Email ([ignite@madisonumc.org](mailto:ignite@madisonumc.org))
2. **CURRENT ROSTER**: Send email to [ignite@madisonumc.org](mailto:ignite@madisonumc.org) & request a current roster
3. **PEOPLE**: Determine Who You Have Reach with & Responsibility for
4. **INFO**: Check for Most Up-to-Date Contact Info for People on Your Roster
5. **UPDATE**: Email needed changes for: a) ROSTER names; and, b) CONTACT INFO for those on your roster to [ignite@madisonumc.org](mailto:ignite@madisonumc.org)
6. **MINISTER**: Use this tool to check up, keep in touch, etc. as your class deems necessary to minister well within & without the class

* **#4 – CHURCH COMMUNICATIONS:**

1. **WEBSITE**: Visit [www.madisonumc.org/adult-sunday-school](http://www.madisonumc.org/adult-sunday-school) so you can - 1) review class info, 2) determine edits/updates, then, 3) submit needed changes to [chris@madisonumc.org](mailto:chris@madisonumc.org).
2. **CHURCH MEDIA**: If you have an event or ministry or series, please send to [ignite@madisonumc.org](mailto:ignite@madisonumc.org) for staff approval/possible inclusion in newsletter, MUMC Social Media, Pre-Service Screen Ads, etc.
3. **TELL YOUR STORY**: Please periodically send updates to [ignite@madisonumc.org](mailto:ignite@madisonumc.org) on Glory Sightings from your class…maybe an impactful teaching series, answers to prayer, class outreach, reaching new people, encouragement during a member’s time of crisis, etc. Pictures would be lovely, too!

***Better class organization, coupled with God’s Vision & Prayer,***

***will lead to more fruitful class MINISTRY!***

Rev. 4/28/2022

1. Add primary leaders to each SS Class’s group, add all roles to IGNITE Summit Invitation group [↑](#endnote-ref-1)