

Roster Color-Coding

Each week a roster of member names within the small group is provided to you, the leader(s). The purpose of the roster is three-fold: attendance for that week, tracking of attendance long-term, and monitoring of the group size.

Here at Real Life Ministries, every ministry operates out of our vision, mission, process, and values. The way in which we do that, we call our Seven Ministry Essentials. They are:

- Abide in Christ
- Reach the lost
- Connect the unconnected
- Chase the strays
- Shepherd towards spiritual maturity
- Identify, equip, and release leaders
- Function as a team

The tracking of attendance fits under several of our ministry essentials; specifically, connect the unconnected, chase the strays, and shepherd towards spiritual maturity. The purpose of tracking is not to judge those in our small groups, but to assist you in living out these ministry essentials. To better help you do this, rosters are color-coded along the following parameters:

- Absent 3 weeks = color coded **green**
- Absent 6 weeks = color coded **red**
- Absent 7 or more weeks = color coded **orange**
- Present within the last 3 weeks = no color coding

It is your job as leaders within the Young Adult ministry to provide shepherding to those within your groups and help us in not letting anyone 'fall through the cracks'. This may look different for each leader, group, and attendee, but the principles remain constant and consistent. Please follow the procedures below for each person that falls within one of the color-coding parameters.

- **Green** = Casual check-in; show genuine care for them and invite back.
- **Red** = More serious check-in to understand why they have not returned; again, show care and invite back. Additionally, notify coach or staff so that we can also send a follow-up.
- **Orange** = Final check to see if they will return - call, text...telegram...flare.
- **None** = Continue to build and stay in relationship. Just because they are consistent doesn't mean that they don't need some encouragement and communication from you.

Removing a member from the group roster

Things change - people move in and out of the area, move to a different church or ministry, or move into a different stage of life. All of these can be reasons why someone may need to be removed from your roster. We are called to plant seeds and disciple those that God has given to us, for the time He has given them to us.

Please consider the following before removing someone from your roster:

- Is the group member in distress and needs assistance?
- Is the group member isolating and needs pursuit?
- Is the group member connected in another area (church, ministry, etc.)?
- Has the group member left because their circumstances have changed (e.g. moved), or have they left do to conflict within the group?
 - If there has been conflict, we encourage every person to follow biblical conflict resolution steps, regardless of if they will still leave or not. Please encourage the Young Adults in your group that, though conflict can be scary, it is the responsibility of every Christian to treat each other as brothers and sisters in Christ and obey God's Word in this area.

*Not an exhaustive list of considerations and questions

Once you have done your part in pursuit of the absentee, whether insuring they are connected in another group, in another area of ministry, or 'other', and need to be removed from your roster, ~~strikeout~~ their name and information on the roster and write "remove" next to it (adding a short reason for their leaving is also very helpful).