

If you are a church that is designed around Sunday School Bible Study as your primary organizing principle, this is a helpful guide for the use of Facebook Groups as a way to manage those remotely.

This guide came from a church with specific methods, so you would need to modify this for your own church's design. We have replaced the church's information with "XYZ Church" so keep that in mind as you read. However, there are plenty of good tips that any church can adapt for the use of Facebook Groups for a bible study organizing tool.

This is just one example of how one of our church clients is using an accessible resource to continue connecting and ministering to the body, and we hope you find it helpful!



Using Facebook for Your Class or Group

As a leader, member or attendee of **XYZ Church**, outside parties may see you as a representative of the church. Therefore, as in all areas of daily life, your personal interactions online are a reflection on the church, whether or not the church is specifically discussed or referenced. Please bear in mind that, although you may view your online activities as a personal activity, many readers may assume you are speaking on behalf of the church. Therefore, we ask that you observe the following guidelines to preserve the Christian witness and effectiveness of both yourself and **XYZ Church**. These guidelines are intended to serve legitimate policy goals including, for example, promoting the ministry and values of the church and protecting the church's confidential information.

If you use Facebook to support the ministry of your Bible Study class, discipleship group, or other ministry-related groups, please use Facebook groups, not pages.

A Facebook page is a non-personal profile page—such as a profile for a company, brand, organization, or website. Pages differ from a typical Facebook profile or Facebook group in that multiple people can run them, they can be viewed, followed or liked by anyone on Facebook. On the other hand, Facebook groups act as a hub for discussion and sharing information with people who share an interest, location, or other common traits. Groups have additional features to provide the privacy that pages don't provide.

How to Create a Facebook Group:

1. Log into Facebook and click **Create** in the top right menu. Select **Group**.



2. Enter your group name using the name of your class.
3. **Please invite **xyz@churchdomain.org** to join your group and set them as an Admin in the group.** This gives our social media team access to your group for the sole purpose of managing your group if your class or ministry later disbands, changes leadership, changes its name, or if the current Admin in the group leaves or gets off Facebook.
4. Choose **Private** for your Privacy setting. Under Hide group, select **Visible** to make it easier for class members to find your group.

Create New Group ✕



Groups are great for getting things done and staying in touch with just the people you want. Share photos and videos, have conversations, make plans and more.

Name your group

Add some people

Select privacy [Learn more about group privacy](#)

Private
Only members can see who's in the group and what they post

Hide group

Visible
Anyone can find this group

Pin to Shortcuts

Create

5. Click **Create**.
6. Once you create your group, you may personalize it by uploading a cover photo and adding a description. **Please refrain from using the official logo of XYZ Church. XYZ Church reserves the use of the church logo to represent the official social media accounts that are managed by XYZ Church.**

Next, update the Group Settings:

1. While on the group page, click **More** and select **Edit Group Settings**.



There are several group settings most of which you can leave with the default setting. However, please use our recommendations for the following settings:

2. Update the following group settings:

a. Group Description

- i. Enter a description of your class that includes the following:
 1. the campus where your class meets
 2. the age and stage of life of your class
 3. your class meeting time
 4. Example: Joint Venture is a Bible Study class at the ABC campus of XYZ Church. The class is for married couples in their 30s and 40s. Joint Venture meets on Sundays at 8:45 AM.
- ii. At the end of your description, please include the following disclaimer:

Be aware that opinions and information (including pictures, videos, links, etc.) which are expressed are those of the users of this group, and do not represent any advice, view or opinion of XYZ Church, City, ST. Any recommendation or other information within this group, which is followed by you, is at your own risk. XYZ Church does not take any responsibility for content posted and gives no endorsement of such material.

b. Web Address

- i. You have the option of creating an easier to remember link for your group. Please use the following naming convention:
 1. <https://www.facebook.com/groups/campus.classname>
 2. Examples:
 - a. <https://www.facebook.com/groups/woodway.launch/>
 - b. <https://www.facebook.com/groups/1463.jointventure/>

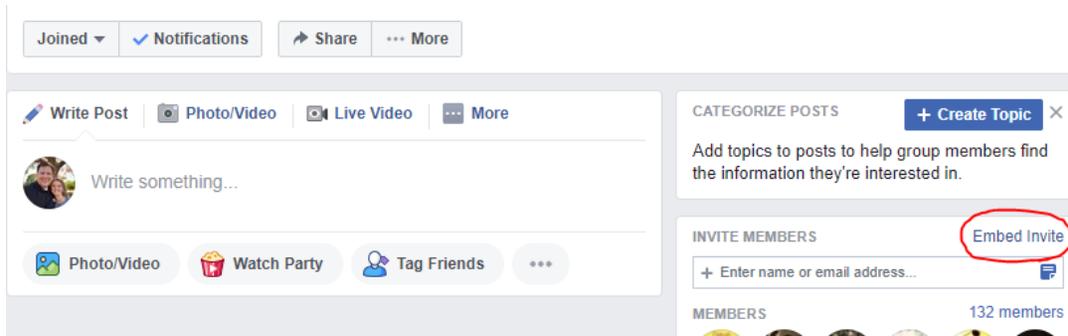
c. Membership Approval

- i. We recommend setting it to “Only admins and moderators”

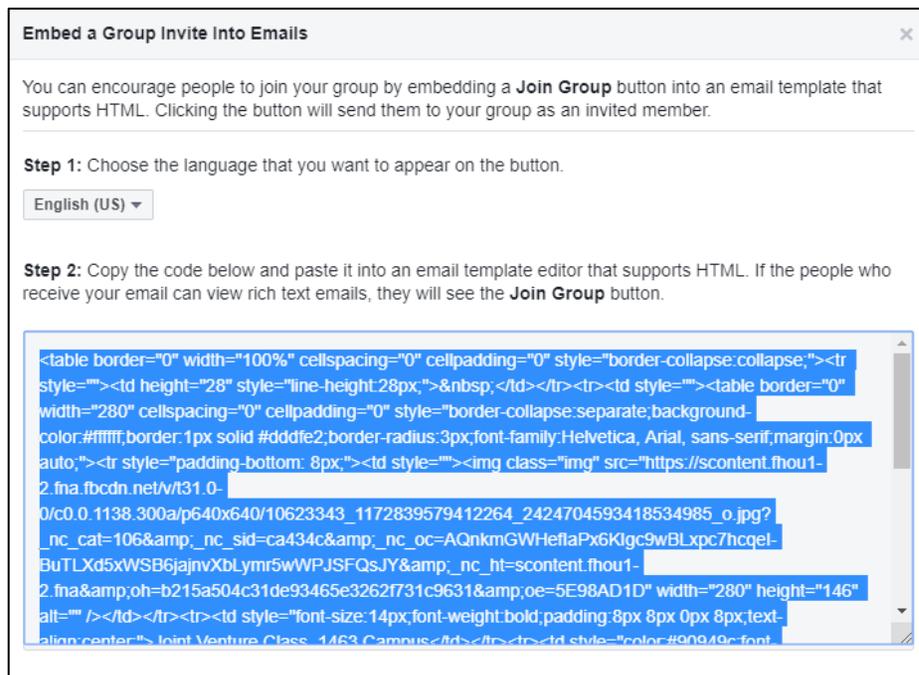
3. Click **Save**

How to Invite Class Members to Join Your Facebook Group:

1. From a desktop computer, go to Your Facebook Group. Look for the Invite Members section in the right column. Click on **Embed Invite**.



2. The following box will open. Under Step 2 listed in the box, click once anywhere on top of the garbled looking text. When you click, it will all highlight blue.



3. Copy the highlighted text by pressing down both the Control key and the letter C on a Windows computer or by pressing down both the Command Key and the letter C on an Apple computer.
4. Create an email using whatever tool you normally use for communicating with your group and paste the text copied above.

Frequently Asked Questions:

1. [How do I create a Facebook group?](#)
2. [How do I change the name of a Facebook group?](#)
3. [How do I respond to a reported post or comment in a group I admin?](#)
4. [How do I block or remove a Facebook group member?](#)
5. [How do I delete or archive a Facebook group?](#)
6. [What are the different types of Facebook Groups?](#)
7. [How do I find answers to questions not referenced here?](#)

Facebook Privacy:

Facebook's use of your personal information has been a hot topic in the news in recent years. We recommend you familiarize yourself with Facebook's privacy practices by visiting [Facebook's Privacy & Safety Center](#).

Technical Support:

For technical support for Facebook groups, please visit [Facebook's Help Center](#). XYZ Church does not provide technical support for Facebook.