



LEADER  
RESOURCES

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# I N F E L L O W S H I P

## O V E R V I E W

Check out our short video tutorials at → <https://vimeo.com/jrclifegroups>

Bookmark the InFellowship link → <https://jamesriver.infellowship.com>

### HOW DO I COMPLETE ATTENDANCE FOR MY GROUP?

It is important that you complete attendance each week for your Life Group! And - it's easy!!

1. Click the attendance link you receive each week in your email.  
*\* If you cannot find the link, login to InFellowship and click the "Attendance Tab"*
2. Login to InFellowship and select the individuals who were in attendance.
3. If a name doesn't show up on your roster, they have not yet been added to your group (see below: *How do I add/remove people from my roster?*)
4. Click "**Save Attendance**"

### HOW DO I ADD/REMOVE PEOPLE FROM MY ROSTER?

Adding people to your roster:

1. Login to your InFellowship account and click "**Your Groups.**"
2. Select your group and click "**Add or Invite Someone to Join**" on right column.
3. Enter the individual's information and click "**Next.**"
4. Confirm individual and click "**Add to Group.**"

Removing people from your roster:

1. Login to your InFellowship account and click "**Your Groups.**"
2. Select your group and click "**Roster.**"
3. Select the member you wish to remove.
4. Click "**Remove from Group**" on right column.

### HOW DO I POST MY GROUP ON THE WEBSITE?

Looking for people to join your group? Be sure and make your group searchable on our website in 3 easy steps:

1. Login to your InFellowship account and click "**Your Groups.**"
2. Select your group and click "**View Settings**" on right column.
3. Next to "Details" click "**Edit**", check the box: "**This Group is Searchable**" and click "**Save Changes**" at the bottom. Your group will then be displayed online!

## HOW DO I FOLLOW UP WITH PROSPECTS?

When your group is listed online, people will have the opportunity to send you an email inquiring about your group. Following up with prospects to your group is simple and should be made first priority!

1. You will receive an email with a link to the prospect(s) interested in joining your group, click the link and sign in to InFellowship.
2. Click "**Your Groups**" and then select the "**Prospects**" tab.
3. Contact the prospect by selecting "**Make a Phone Call**" or "**Send an Email**". Once you select your option their contact info will appear.
4. **LEAVE NOTES!!** If you make a phone call, please complete the drop down window within that link and provide information about your call, then click "**Save**." You can also leave notes in the "Leave a comment" section.
5. If the prospect joins your group, click "**Allow**." If they don't, click "**Decline**."  
\*Once someone is accepted into your group they will automatically show up on your roster.

## HOW DO I UPDATE MY PROFILE & GROUP INFORMATION?

Update your profile, group description (bio), meeting time/place as well as other details of your group by:

1. Login to your InFellowship account and click "**Your Groups**."
2. Select your group and click "**View Settings**" on right column.
3. Click "**Edit**" next to the area you want to update.
4. Make changes and then click "**Save Changes**" at the bottom of page.

# J R C M I N I S T R I E S

## JAMES RIVER WEEKDAY PRESCHOOL

The James River Church Weekday Preschool has three convenient locations in the Springfield, MO, and Ozark, MO, area. The program offers children ages 1 – Pre-K the opportunity to learn academics and experience God's love in a safe, caring environment.

## JAMES RIVER KINDERGARTEN

The James River Kindergarten program is Monday – Friday from 9:15am to 2:45pm at the South Campus. Students will learn from certified teachers in small class sizes to ensure individualized attention. Students will also participate in weekly foreign language, piano, physical education, music, art and science classes. Before and after care programs are available, along with an optional lunch program.

## PRESCHOOL ACADEMY

The mission of the Preschool Academy in Springfield, Missouri, is to strengthen and uplift low-income families by developing a Christ-centered and family-focused partnership. We provide a free two-year preschool program for children ages 3 and 4 years old that also includes a support program that encompasses the whole family. This is cultivated by establishing an environment built on a strong Biblical foundation.

## SISTERHOOD CARES

Sisterhood Cares is a community ministry that supports women facing personal life challenge – with sisterhood connection, prayer and encouragement. Along with a personal prayer mentor, each person being cared for receives a beautiful sisterhood gift to comfort and strengthen their faith.

## MERCY IN MOTION

Offering help and encouragement to young women by biblically guiding them towards emotional and spiritual health and connection to the body of Christ. This ministry offers support, hope, resource and mentoring for life-controlling situations and times of crises: physical abuse, eating disorder, unplanned pregnancy, sexual abuse & trafficking, drug & alcohol addictions, self-harm, depression.

## COUNSELING

The counseling team at James River Church offers confidential, Christian Counseling to individuals, couples and families who are facing challenges in life. Our philosophy is based on empowering people of all ages to live life by biblical standards, first, by listening to their needs and then following the leading of the Holy Spirit. Premarital and financial counseling are also offered.

## LIVING FREE

Living Free is a focused discipleship program that enables people to conquer life-controlling challenges, including divorce and grief recovery through Christ's power in a confidential group setting. We provide people with the tools necessary to step into freedom found in Christ and experience life transformation.

## ONE HEART FOOD PANTRY

On a monthly basis, James River Church is collecting non-perishable food and personal items to stock the pantry of the One Heart ministry. If you or someone you know is experiencing financial hardship, we would love to come alongside and fill the gaps during this difficult time.

## BENEVOLENCE

The community care team understands that life is unexpected. For families, single moms, widows and wives of deployed military experiencing an unexpected difficulty, we want to help. Financial counsel and assistance are available in special circumstances as well.

## CHERISH KIDS

Cherish Kids was founded on the belief that every child is a gift from God and deserves to be cared for and cherished. Cherish Kids endeavors to improve the quality of life for children who find themselves displaced or orphaned. The vision of Cherish Kids is to make a difference in the lives of children in crisis by collaborating with state, counties, churches and adoption agency leaders. The purpose of Cherish Kids is to encourage and empower you to make a difference in the lives of children-children in your community and beyond who find themselves in need of a loving home to call their own. Cherish Kids is bringing hope to children locally and around the world!

## JAMES RIVER COLLEGE

James River College is the partnership of James River Church and Evangel University which enables students to participate in unique opportunities in leadership training while earning a 61- credit hour Associate of Arts Degree in Leadership.

## GROW TRACK

Grow Track is a four-week experience for anyone interested in taking the next step in their journey with God. Whether you want to learn more about God or get connected in the church through volunteering, Grow Track will help you discover your God-given purpose and equip you to make a difference in your community and the world! Grow Track happens every month in four consecutive Sundays, starting with Step One on the first Sunday of the month. We invite you to jump in at any time.

# J R C C O U N S E L I N G & L I V I N G F R E E

## COUNSELING

Our philosophy is based on empowering people of all ages to live life by biblical standards, first, by listening to their needs and then following the leading of the Holy Spirit. The church offers the following types of counseling:

- INDIVIDUAL
- COUPLES
- FAMILIES
- PRE-MARITAL
- FINANCIAL

FOR MORE INFO → [JAMES RIVER CHURCH COUNSELING](#)

## LIVING FREE

Living Free is a focused discipleship program that enables people to conquer life-controlling challenges, including divorce and grief recovery through Christ's power in a confidential group setting. We provide people with the tools necessary to step into freedom found in Christ and experience life transformation. Living Free covers a variety of topics including:

- RELATIONSHIPS
  - Insight for facing divorce, loss, or conflict management in the relationships of life.
- BEHAVIORS
  - Understanding how growing in Christian Character can bring freedom.
- SUBSTANCES
  - Learning how the power of God can help overcome substance addictions that can destroy one's life.

FOR MORE INFO → [LIVING FREE](#)

Incoming calls will be automatically forwarded to the Advanced Tele messaging Service (ATS). The caller will be greeted by James River's automated phone system and will first be given information regarding directions, office hours, events, and service times. Then, the caller will be given information for emergency needs.

If the caller stays on the line for the "Emergency Needs" option, they will be routed to an operator and the call will be triaged using the following criteria:

- ATS will take the caller's name, address, email address, and telephone number.
- ATS will determine the nature of the emergency by asking the following questions:
  - Do you need immediate assistance?
  - Do you need to speak with a pastor right now?
  - Can I leave a message and have them return your call in the morning?
- ATS will triage the caller's situation by using the following parameters:

## A Can the caller's question be addressed the next business day?

If yes, record of the call will be reported and the Pastoral Care department will be notified by email the next business day.

Calls will be addressed and followed through on the next business day.

If no, continue to point B.

## B Does the caller's emergency reflect a crisis situation requiring law enforcement assistance (suicide, life threatening situation, spousal or child abuse, criminal action)?

If yes, ATS will call 911 and connect the caller with the correct authorities.

Record of the call will be reported and the Pastoral Care department will be notified by email the next business day.

If no, continue to point C.

## C If the call cannot be addressed during normal business hours or it is not a crisis situation requiring law enforcement, ATS will contact the pastor on call.

If the caller has a need for direct pastoral contact, ATS will connect the call to the pastor on call.

The pastor on call could receive the following types of calls:

Accidents, hospital emergencies, death of an individual

The pastor on call may be able to handle the situation through the phone call or it may require a visit to the hospital.



# IMPORTANT PHONE NUMBERS

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## HOSPITALS

Mercy	820-2735, 820-2087
Cox South	269-4100, 269-4101
Cox Branson	335-7000
OCH (Ozarks Community Hospital)	837-4000
Citizen's/Bolivar	326-6000
Barnes/St. Louis	314-362-5000
KC Veteran's	816-861-4700
Shriner's/St. Louis	314-432-3600
Columbia University Hospital	573-882-4141
Children's St. Louis	314-454-6000
University of Arkansas	501-686-5850

## HOTLINES

Suicide Prevention (Local calls)	417-761-5555 <i>Burrell Behavioral</i>
Suicide Prevention (Outside of area)	800-237-8255
AIDS Hotline	800-533-2437
Child Abuse Hotline	800-392-3738
Crime Stoppers	417-869-8477
Elderly Abuse Hotline	800-392-0210
Family Violence Center Safe at Home	417-837-7700
Sexually Transmitted Diseases Hotline	800-227-8922
Parental Stress	800-367-2543

## IMPORTANT PHONE NUMBERS (cont.)

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### HOTLINES

Rape, Abuse & Incest Network	800-656-4673
Runaway Hotline	800-621-4000
Youth Crisis Hotline	800-442-4673
Rare Breed Youth Services	417-865-6400
H.I.T. No More	869-1399
One Missing Link	800-555-7037
Women's Crisis Center-Branson	335-3197
Cocaine Helpline	800-787-7505

# RENT AND UTILITY ASSISTANCE

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## Crosslines

- Phone: 869-0563
  - Location: 1710 E Chestnut Expwy., Springfield (Corner of Chestnut & Glenstone)
  - Hours: M-F 9am-1:45pm
  - Requirements: Must be Green county resident; Social Security Card for all household members.
  - Supplies: Food; Prenatal vitamins given with referral from WIC; Children's vitamins available with child's current Medicaid card.

## Grand Oaks Mission Center

- Phone: 869-4818
  - Location: Grand Oaks Baptist Center / 2854 W. Grand
  - Hours: Tuesday and Thursday; 9am – 11:30 & 1:pm – 2:30pm
  - Requirements: Must be Greene County resident; Social Security Cards for all household members.
  - Provides: Food Pantry (Tuesdays and Wednesdays)

## The Kitchen, emergency assistance

- Phone: 387-1512 / 837-1500
  - Location: 1630 N. Jefferson Ave., Springfield

## Least of These

- Phone: 724-2500
  - Location: 511 Kathryn St., Nixa MO
  - Hours: M, W, F 8am – Noon
  - Requirements: Christian County Resident
  - Provides: Food, Clothing, Furnishings

## Salvation Army

- Phone: 862-5509
  - Location: 1707 W Chestnut Expwy
  - Provides: Meals program, Food pantry, Shelter

## OACAC – Rental Line

- Phone: 447-0554
  - Location: 215 S. Barnes Ave., Springfield
  - Provides: Rental assistance

## Help Give Hope

- Phone: 209-7027
  - Provides: Emergency assistance for families with children under 18
  - Location: 2733 E. Battlefield Rd #332

## OACAC

### Christian County

- Phone: 581-7631
  - Location: 204 E. Elm St., Ozark
  - Requirements: 150% of poverty or less, all pay-stubs from previous month, eviction notice left on door (If applicable), Social Security Cards for all members of the household.

### Greene County

- Phone: 862-4314
  - Location: 215 S Barnes, Springfield

# SHELTERS

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## Family Violence Center (Harmony House)

- Phone: 864-7233 / 837-7707
  - Location: 519 E Cherry Street
  - Provides: Provides shelter and meals for women and children fleeing domestic violence. Stay in Harmony House for seven to ten days with possible extension.

## Salvation Army

- Phone: 862-5509
  - Location: 1707 W Chestnut Expressway, Springfield
  - Provides: Meals program, Food pantry, Shelter
  - Harbor House Shelter for Men – 636 N. Booneville Ave., Springfield

## Victory Mission

- Phone: 864-2235 / 831-6387
  - Location: 1610 N Broadway, Springfield / 1715 N. Booneville Ave., Springfield
  - Provides: Shelter for men and families

## Women's Crisis Center of Taney County

- Phone: 417-561-5105
  - Location: 226 Benton Ave., Rockaway Beach

- Provides: Shelter, support group, referrals, and safety for Christian, Douglas, Ozark, Stone and Taney counties.

### Isabel's House

- Phone: 865-2273
  - Location: 2750 W Bennett, Springfield
  - Provides: Shelter for children from birth to 12 years old.

### Great Circle (10-18 years)

- Phone: 865-1646
  - Location: 1212 West Lombard, Springfield
  - Provides: Shelter for children from 10 -18 years old.

### One Door

- Phone: 417-225-7499 /417-761-5555
  - Location: 300 E. Central St., Springfield
  - Provides: Shelter

### Safe to Sleep

- Phone: 417-837-1540 / 417-761-5555
  - Provides: Shelter for women

### Life House – Catholic Charities of Southern Missouri

- Pregnant women and their children
  - Location: 424 E Monastery St., Springfield
  - Phone: 417-720-4213

# JOPLIN, MO - ASSISTANCE & SHELTERS

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## Watered Gardens Gospel Rescue Mission

- Shelter for men & women.
  - Location: 531 Kentucky Ave, Joplin, MO 64801
  - Phone: 417-623-6030

## Joplin Housing Authority

- Housing Authority, Low Income Affordable Housing, Public Housing
  - Location: 1834 W 24th Street, Joplin, MO 64804
  - Phone: 417-624-4514

## Joplin Leased Housing Corporation

- Non Profit Organization that provides housing assistance
  - Location: 626 W Jaccard Pl, Joplin, MO 64801
  - Phone: 417-438-1747

## Carthage Crisis Center

- Non Profit Organization that provides housing assistance
  - Location: 420 Lyon St., Joplin, MO 64836
  - Phone: 417-358-3533

## Lafayette House

- Domestic Violence Intervention for Women/Children
- In-patient & Out-patient Addiction Treatment for Women/Children
  - Location: 1809 Connor, Joplin, MO 64804
  - Phone: 417-782-1772

## Salvation Army Shelter

- Emergency shelter for men, women and children.
  - Location: 320 E 8th St., Joplin, MO 64801
  - Phone: 417-624-4528