

# PCO and Admin Tasks

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## Annual PCO Tasks by Month

**March:** Ask Admin Staff to update PCO People Wellspring Completion Dates in Profiles.

**June:** Church staff builds PCO groups for Sources and for any self-facilitating second-year offering, including adding events to event calendars.

**June/July:** Archive old Wellspring Groups in PCO Groups.

**November/December:** Staff builds PCO group for short-term offering.

## Onboarding New WSLT Members in PCO

When new members join the WSLT:

- Add them as Wellspring PCO Group Type Managers in PCO Groups
- Ensure they are editors in PCO
- Grant access to PCO Forms
- Enable email sending permissions

## Group Management

- When participants join a group, remove them from the [Wellspring Sources Interest Group](#)
- Track group attendance through PCO Groups

- Facilitators use PCO Groups to email members, plan events, take attendance, and share resources
- Group covenants can be stored in the PCO Groups website for member access

# PCO Training Resources

New facilitators may need orientation to PCO. The [Group Leader Introduction](#) is sent by admin staff once a group is set up.

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## See Also

- [Forms and Links](#)
  - [Wellspring Leadership Team \(WSLT\)](#)
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