BAYSIDE
community church

SYMBIS SOP

Care exists at Bayside to offer help, hope, and support to people as they walk through various life experiences. We do this by:

- Loving God
- Loving Others
- Enjoying Life and
- Pursuing Excellence

SYMBIS (Saving Your Marriage Before It Starts) exists to provide Biblical support to couples who are either seeking preparation for their upcoming nuptials or enrichment for an existing marriage.

JOB DESCRIPTIONS

*Structure may vary depending on campus size and needs of the congregation

Central Support Administration:

- Care Resourcing will manage the purchasing of the credits, books and distribution of both to the campuses.
- Care Resourcing will communicate with SYMBIS directly regarding Care Campus directors and dashboards.
- Care Resourcing will set up and manage the registration forms and scholarship process as needed
- Care Resourcing will train and support the Campus Care Directors/Coordinators with SYMBIS services/administration as needed to include start up and refunds.

Campus Pastor or Applicable Staff Member

- (Based on campus size: Volunteer and/or Staff member, reports to Care Director, who reports to Campus Pastor or Associate Campus Pastor)

- To oversee the Premarital & Marriage Ministry.
- To oversee and support the SYMBIS Certified Leader/Coach.
- To facilitate SYMBIS certification trainings to couples who are interested in administering.
- To conduct the administrative duties concerned with the financial aspect of SYMBIS in cooperation with Care Resourcing.

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SYMBIS Certified Leaders/Coaches and Trainers:

- Reports to Campus Pastor or applicable staff member
  - To hold close the DNA and vision of the SYMBIS training to deliver effective training to the facilitator couples.
  - To meet with SYMBIS Facilitator couples monthly to review progress of couples receiving support.
  - To handle administrative duties to include communicating with staff member and officiating pastor.

SYMBIS Facilitator Couple

- Reports to SYMBIS Certified Leaders/Coaches and/or Staff
  - To provide encouragement and spiritual guidance to couples through using the SYMBIS assessments and strategies.
  - To keep brief documentation of each session to review status of the couple at next meeting.
  - Provide a summary/update to the officiating pastor/applicable staff member prior to conclusion of SYMBIS session. This will include but not be limited to their readiness for marriage or concerns of possible need for postponement.
  - Will do their best to ensure that through the premarital and marital support a Godly marriage is upheld and represented through the use of SYMBIS and by the couple facilitating.
  - To seek guidance from leaders/coaches if there are significant areas of concern to further resource the couple.

Outline of How A Leader/Coach or Applicable Staff Member Starts a Premarital and Marriage Ministry

1. Ensure that your Premarital/marital ministry program aligns with the by-laws of the Church and the vision of the Lead Pastor. Verify that the Premarital/marital program is Christian/bible based.
2. Formulate a plan for implementing SYMBIS at your campus, considering topics such as, “Vision of the Premarital and Marriage Ministries”, “Potential Campus Growth With SYMBIS”, and “The Function of a SYMBIS Certified Couple”, etc., and ask to schedule a meeting with the Campus Pastor to discuss starting SYMBIS at the campus.
3. Talk with the Campus Finance or Accounting Department to discuss the financial process for SYMBIS purchasing including discounts.
4. Talk with the Database Administrator (if applicable) to implement a Planning Center financial process for SYMBIS purchases (as the system becomes available at your campus).

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5. Purchase and set up the Master account through SYMBIS. Create who will order and disseminate information to SYMBIS point of contact for setting up the Campus Coordinators and certified couples.
6. Identify number of credits needed and staff/volunteers to be trained. Then purchase in bulk from SYMBIS directly through Care Resourcing. Disseminate credits based on campus size/need. Purchase of SYMBIS books to complement credits.
7. Identify SYMBIS Campus Coordinator (for SYMBIS staff) so that the SYMBIS dashboard can be accessed and oversight is managed.
8. Training will be completed online via the SYMBIS link. Staff will meet with the couples prior to and upon conclusion of the training to discuss and review material in addition to other training materials.
9. Potential SYMBIS certified couples:
    - Will uphold the DNA of the church as well as SYMBIS.
    - Meet with the identified staff to review and discuss completed training and expectations of the Church.
    - Staff will provide Care Ministry required training that ensures we are completing necessary Bayside paperwork and coordinating with the officiating pastors.

Outline of Publicly Announcing the Startup of SYMBIS

1. Recruit for volunteers by announcing the startup at the Care Meetings. During this meeting, the SYMBIS Certified Leader/Coach, or applicable Staff member will present the following topics:
    - How SYMBIS works, provide the Vision & Function of the Premarital and Marriage ministries and what our need is
2. Speak with or submit a request to the Creative Director and Campus Pastors about publicizing the event, as suggested below:
    - “Bayside is excited to announce that Premarital and Marriage guidance is now offered at Bayside! Couples (defined as a man and a woman) who are either seeking preparation for their upcoming nuptials, or enrichment for an existing marriage, can call the Campus at (XXX) XXX-XXXX to ask about how to get started with premarital or marriage support.”

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Outline of How to Become a SYMBIS Facilitator Couple

1. Once a married couple (defined as a man and a woman) have been identified to serve in SYMBIS they will be asked to attend required training with a SYMBIS Certified trainer.

2. This couple must be married for a minimum of two to four years with marital life experience. We are looking for the heart of marriage (Ephesians 4:12) and to ensure that this married couple is living the marriage that aligns with how God defines marriage and what Bayside Community Church defines marriage to be (Ephesians 5:22-33).

3. This couple (both husband and wife) must be members of BCC, have completed the Growth track, Leader's Orientation and the required training for SYMBIS. Complete interview with Care Staff, Care application process, background checks and recommendations prior to attending SYMBIS training.

4. Set up a day, time, and location to meet and discuss the following with the interested couple(s).
   - Share the vision of Bayside, SYMBIS and our Marriage Policy with the couples.
   - Discuss the SYMBIS Certified Facilitator Job Description.
   - Share the training and what it entails to include mentoring, and meeting monthly with Coaches/Care staff and coordination with the officiating pastor.
   - All facilitators will be Certified through SYMBIS.
   - Login will be sent by SYMBIS to person/couple becoming a SYMBIS facilitator.

5. The SYMBIS Certified Leader/Coach or applicable Staff member should schedule a day, time, and place for administering a formal SYMBIS documentation training. This training must include the Bayside paperwork, training materials and session guide, the marriage policy, discussion of who will officiate and the communication with the officiating pastor at a minimum. For Facilitators???

Outline of SYMBIS Training

Once a couple is identified the Care Director/Coordinator needs to interview the couple, ensuring that they are a good fit for the role of SYMBIS facilitator.
Review the growth track to ensure they have completed all aspects of growth track.
Speak with them about Marriage and evaluate their biblical perspective, discover their why for being a SYMBIS facilitator.
Once they have successfully completed the interview portion the couple would need to complete the Dream Team and Care Ministry Questionnaires found on the PCO platform. During this process a background check will be submitted.

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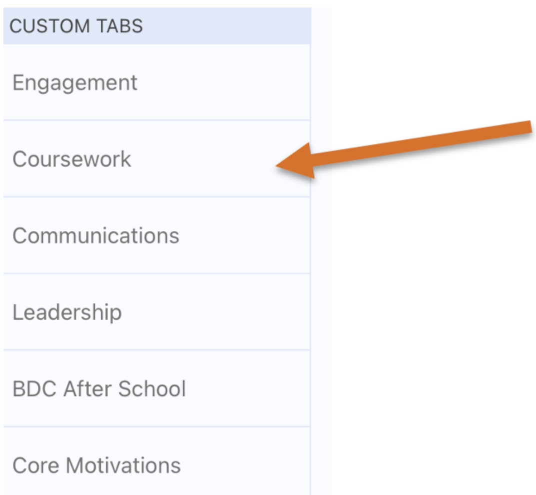
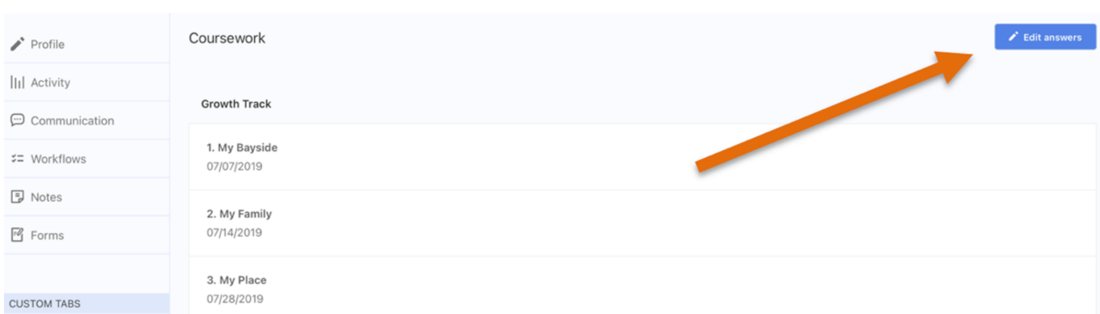
SYMBIS facilitator training is completed 100% online. Once the couple has been deemed as qualified to be a SYMBIS facilitator the couple is sent the training link. The Campus Care Director/Coordinator will use a Facilitator credit on their dashboard to send to the couple, who will complete the training online.
Please ask the Care Resource Admin for more credits when needed. Do not directly purchase for your campus.

AFTER Facilitators have completed the online training

1. Update Planning Center Online by adding attribute to both members of couple.
   a. Locate personal profile and select Coursework from the menu at the left side:



   b. Select Edit answers at the upper right corner:



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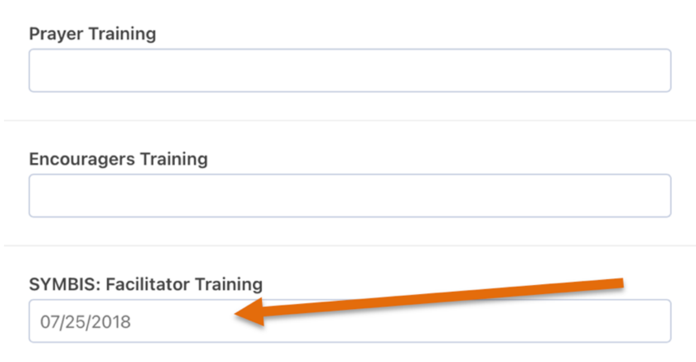
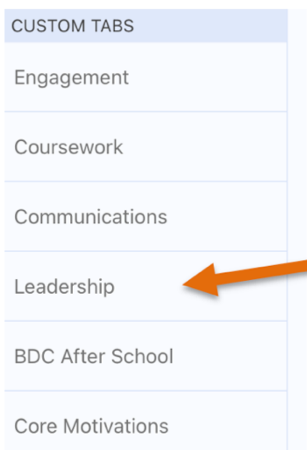
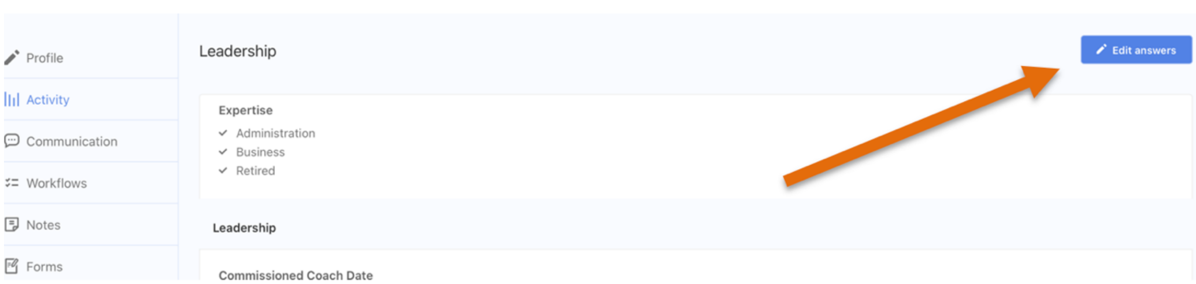
c. Scroll down under Leadership to SYMBIS: Facilitator Training and enter date training was completed (date of certificate from SYMBIS), then scroll to the bottom and click Save.



d. As in (a) above, select Leadership from the menu at the left side:



e. Select Edit answers at the upper right corner:



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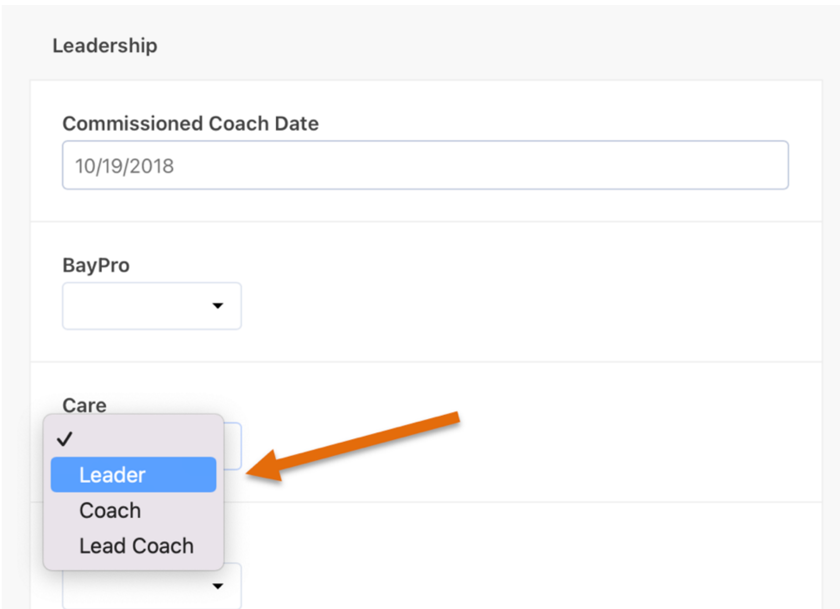
f. In the pop-up box, scroll down to Care under Leadership and select Leader from the list, then scroll to the bottom and click Save.



2. The Campus Care Director/Coordinator will meet with the now Certified Couple and go over:

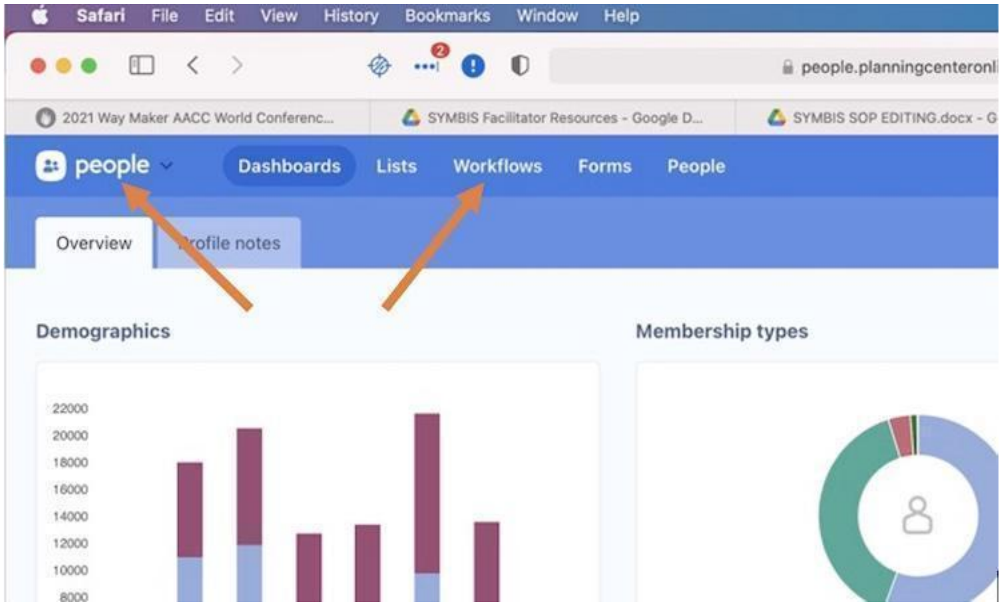
- Marriage Policy
- What sessions will include (pages at back of SYMBIS workbooks)
- Documentation in files
- Obtaining a Care Lanyard and review Lanyard Policy
- Who coaches are and communication with staff
- How to express concerns
- How to use workbooks
- Implementing SYMBIS books and resources (share SYMBIS Facilitator Resources folder in Google Docs)

Outline of Requests for Premarital or Marital Enrichment Services

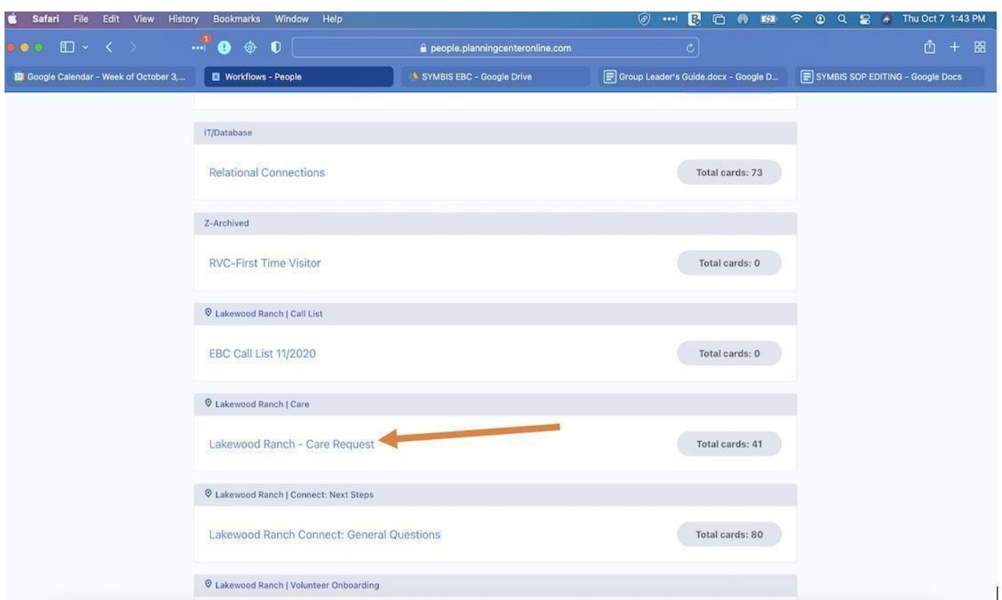
1. The SYMBIS Certified Leader/Coach, or applicable Care Volunteer and/or Staff member may receive a call, email, or online Care Request from an individual seeking premarital guidance.
2. Make initial contact with the couple and get them both in PCO Workflow by:
   a. Having them each fill out the Care Request form found here: https://bayside.churchcenter.com/people/forms/158274
   OR

b. If one member of the couple has already completed the Care Request, copy all details from the individual's profile into the Care Request workflow card.

i. Logon to PCO, select "People", then "Workflows":



ii. Scroll down to and click on Lakewood Ranch - Care Request (or other campus, as appropriate)



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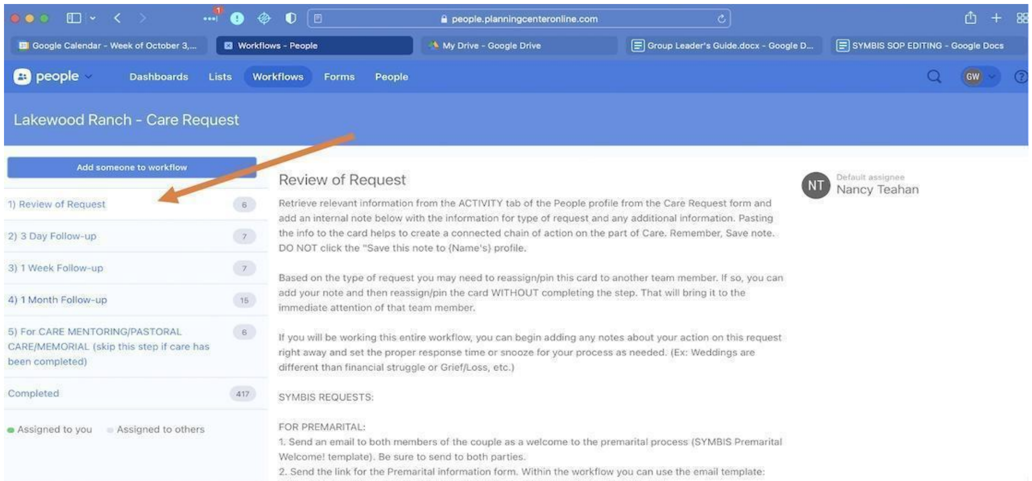
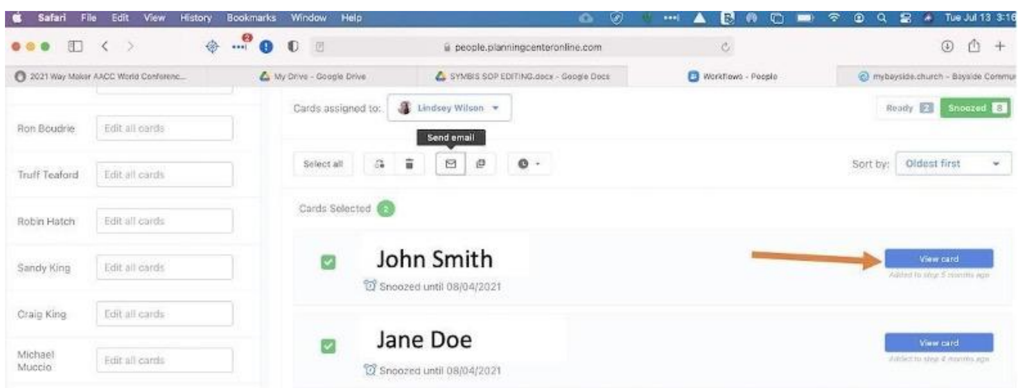
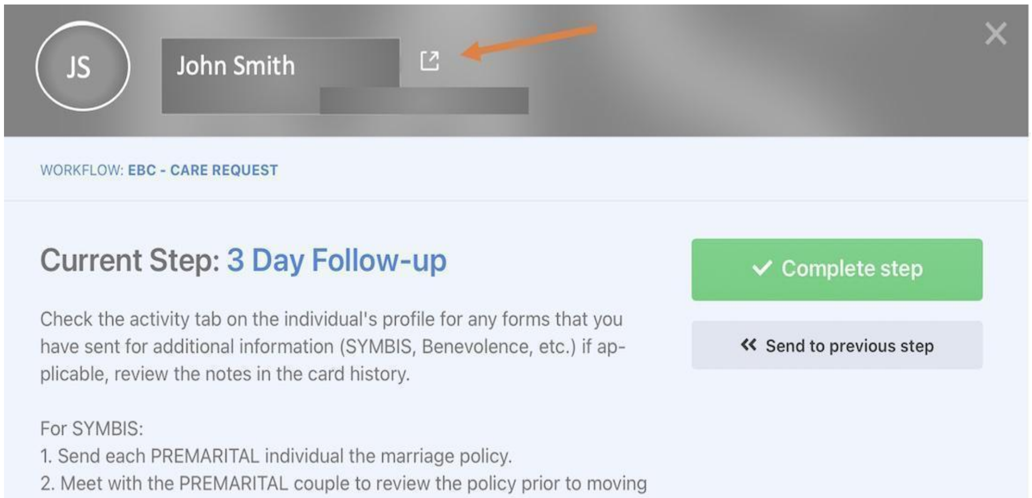
iii. Click on Review of Request at the left side of the screen.



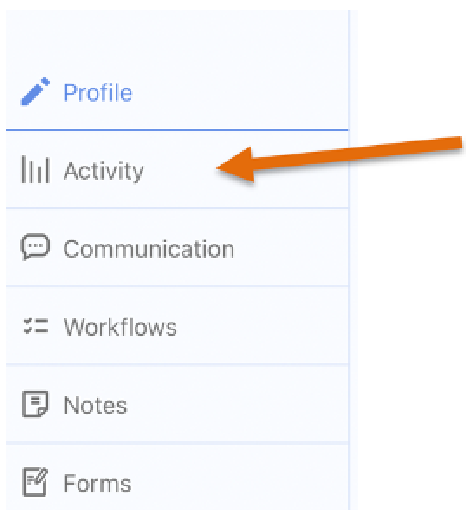
iv. Click on the "View card" button next to the name associated with the Care Request.



v. A pop-up will appear for the individual. Click on the icon to the right of the name to go to the profile.

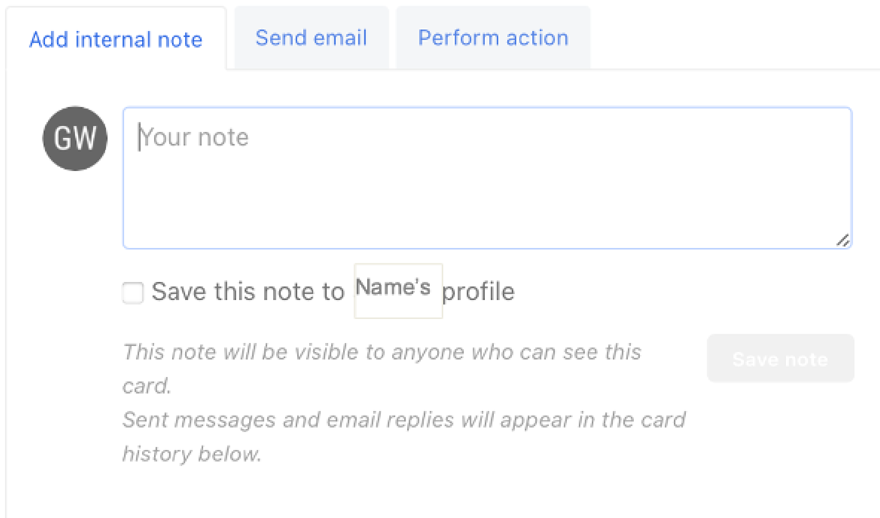


vi. Click on Activity at the left side of the screen.



vii. It may be necessary to scroll down to where the Care Request form information is displayed, then copy the information – highlight the information, use ctrl-C (Windows) or cmd-C (Mac) to copy.

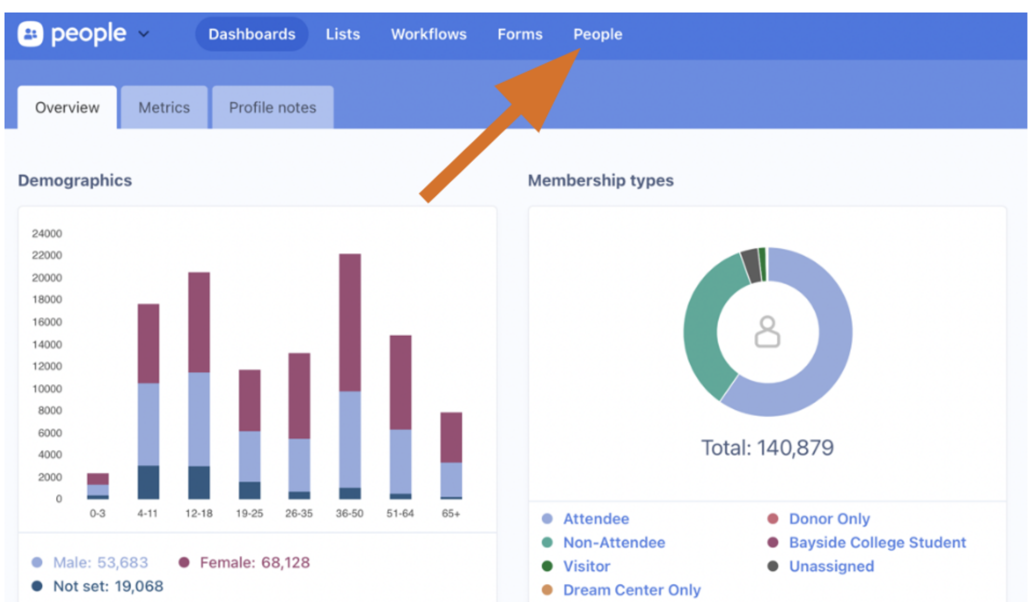
viii. Paste the information to the workflow card – place the cursor in the note box and use ctrl-V (Windows) or cmd-V (Mac) to paste the copied information, then save the note. Do not check the box “Save this note to *Name’s* profile.



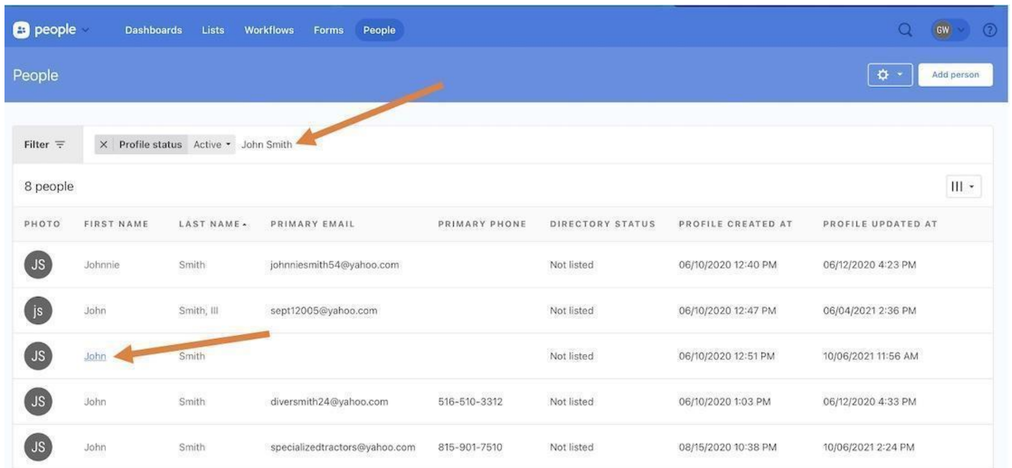
ix. If the other member of the couple has already submitted a Care Request, repeat steps iv – viii above for the other member.

c. If the other member of the couple has not completed a Care Request, but has an existing profile in PCO, the second member can be added to Workflow, as follows:

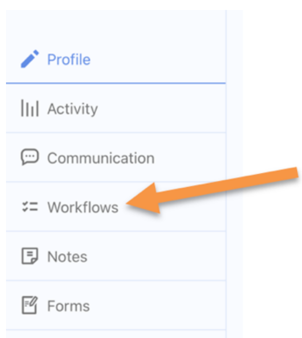
i. From the PCO Dashboard select People from the top menu.



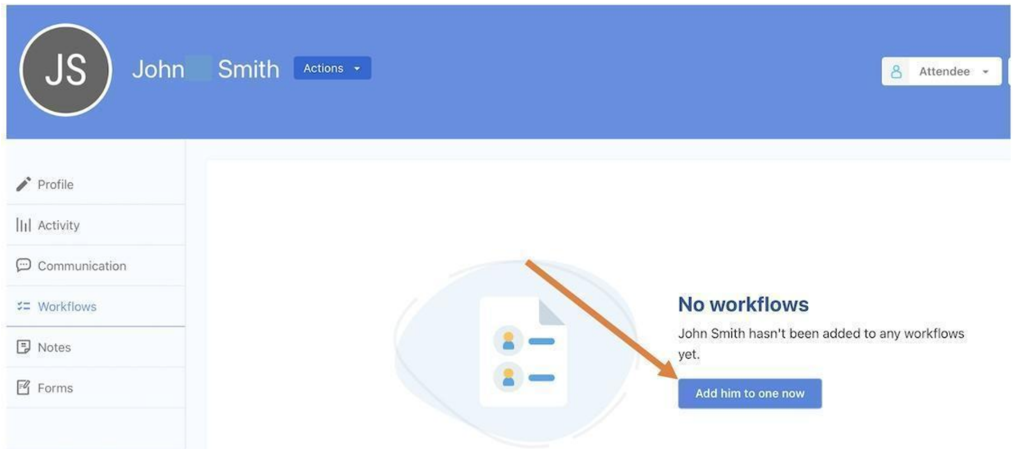
ii. On the next screen, enter the name in the Search box, then select the correct person from the search results.



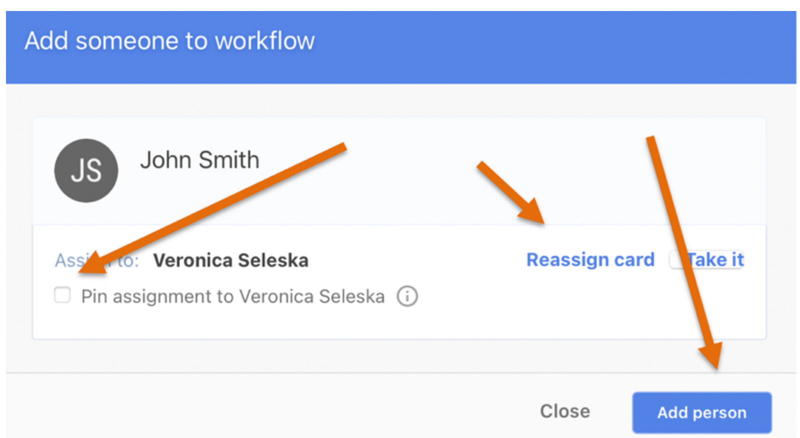
iii. From the person's profile, click on Workflows at the left side of the screen.



iv. On the next screen, click on the button to add the person to a Workflow.

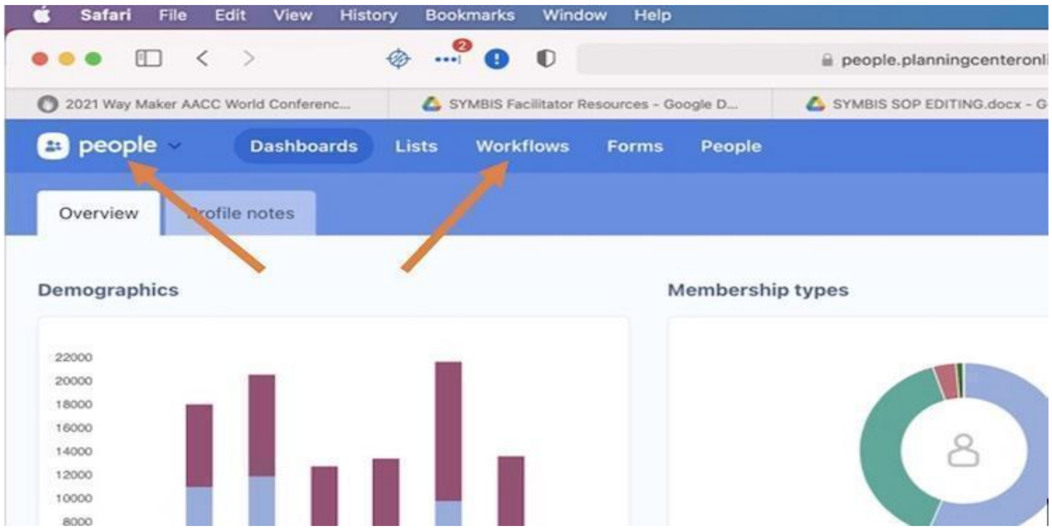


v. If the correct Workflow is not indicated, click on the dropdown arrow to the right and make the appropriate selection. Click on the button to add to the Care Request Workflow. In the box that pops up, make the appropriate selections to assign the workflow card. Click on the button to add the person to the Workflow.

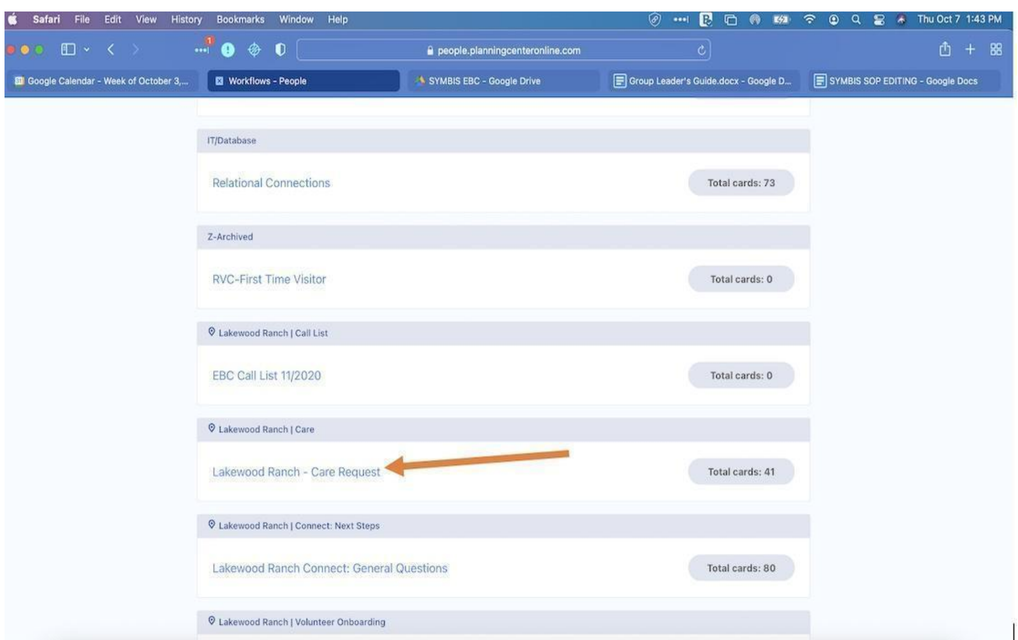


d. If the second member of the couple has not completed a Care Request and does not have a profile in PCO, use the Email Process (3.c. below) to send the SYMBIS Premarital Request for fiancé information template, to request that the fiancé complete a Care Request.

3. Once both members have Care Request cards created, the process moves forward in PCO Workflows.
    a. Logon to PCO, select “People”, then “Workflows”:



    b. Scroll down to and click on Lakewood Ranch - Care Request (or other campus, as appropriate)



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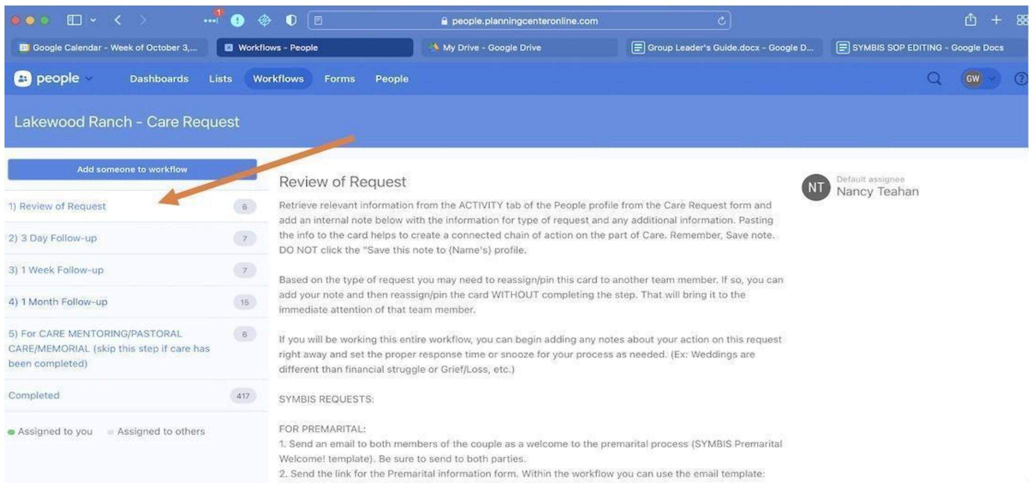
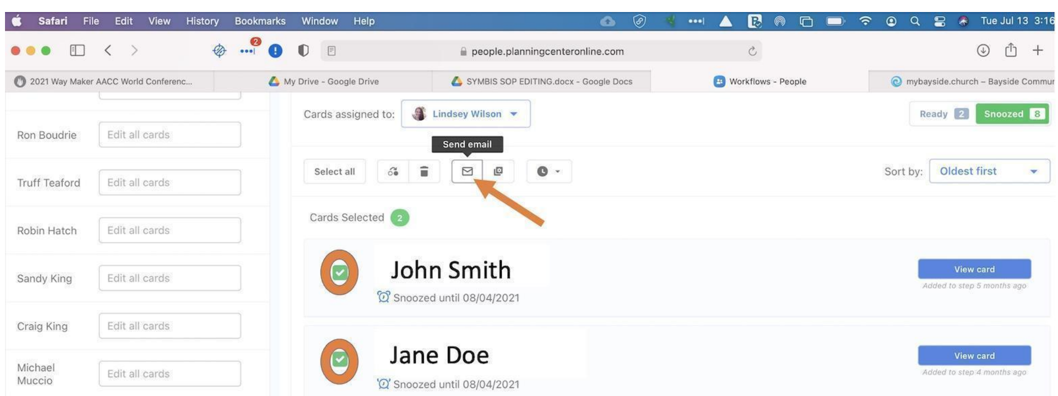
c. **Email Process**

i. If not already selected, click on Review of Request at the left side of the screen. This is the first of the steps in the overall SYMBIS workflow. (For later steps in the process, select from the template list as appropriate.)



ii. Scroll down to find the names of the couple, click next to the names (where the initials appear) to select them, then click on the email icon above the list of names.



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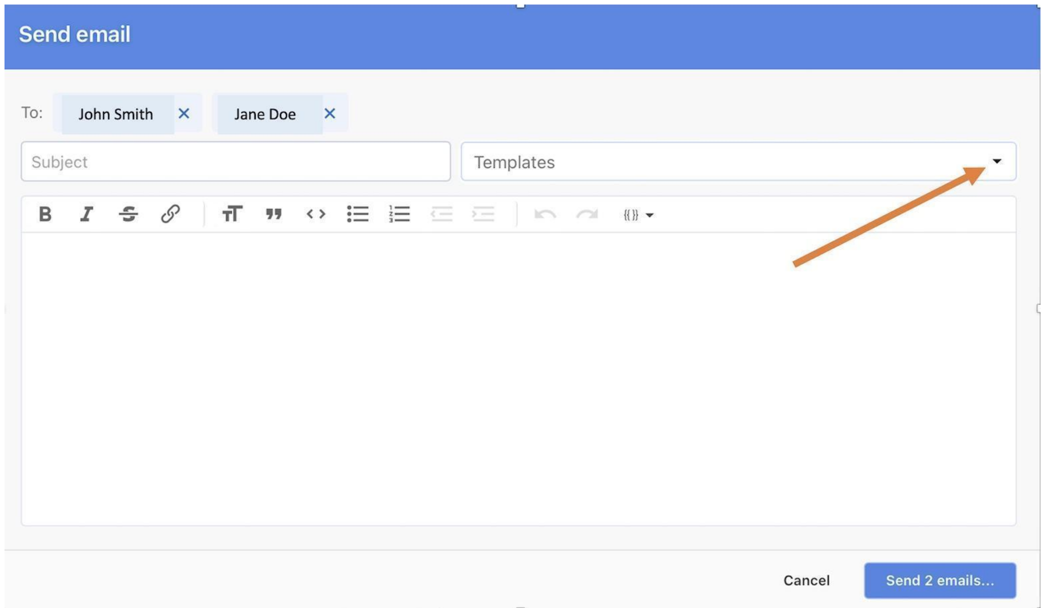
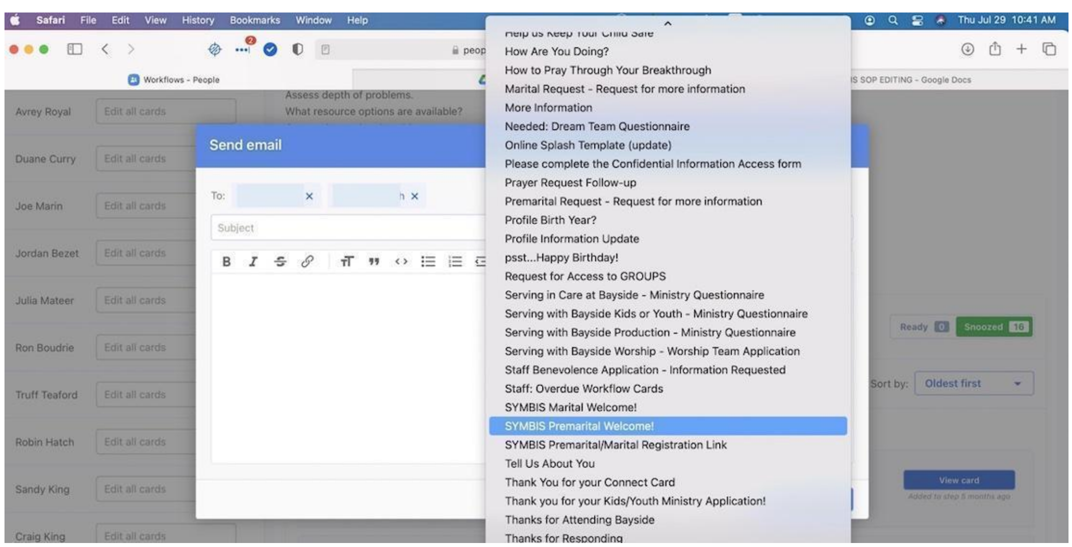
iii. The “Send email” popup will appear, with the two selected names in the “To:” field, to be used in the next steps. Click on the arrow next to “Templates.”



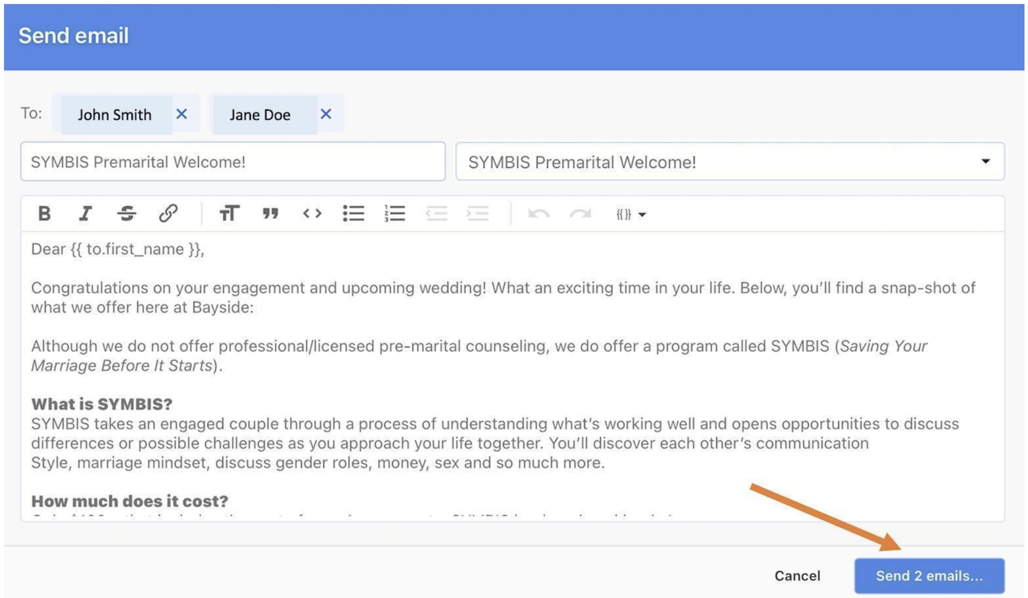
iv. Scroll down the list and select the “SYMBIS Groups Premarital Welcome!” template, which includes a description of the program, costs and benefits.



Insert new screen shot when Group template has been added

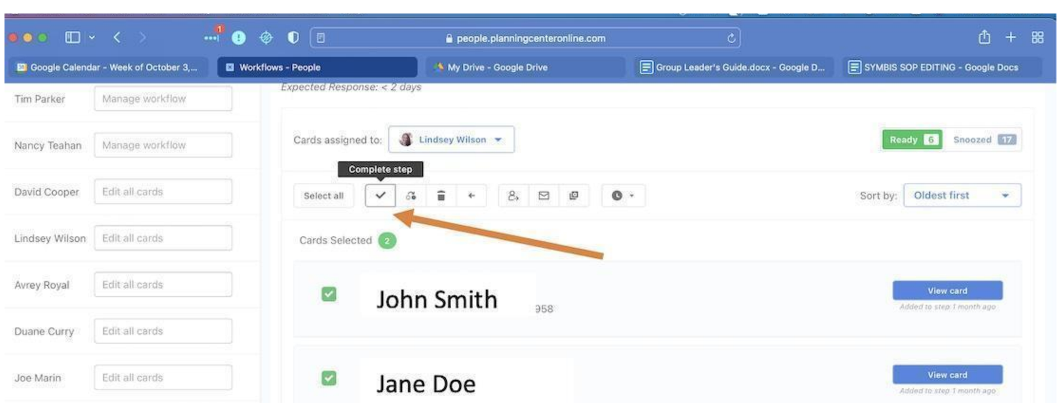
SYMBIS SOP

v. Click on "Send 2 emails." There will be one final popup asking you to confirm to send the emails.

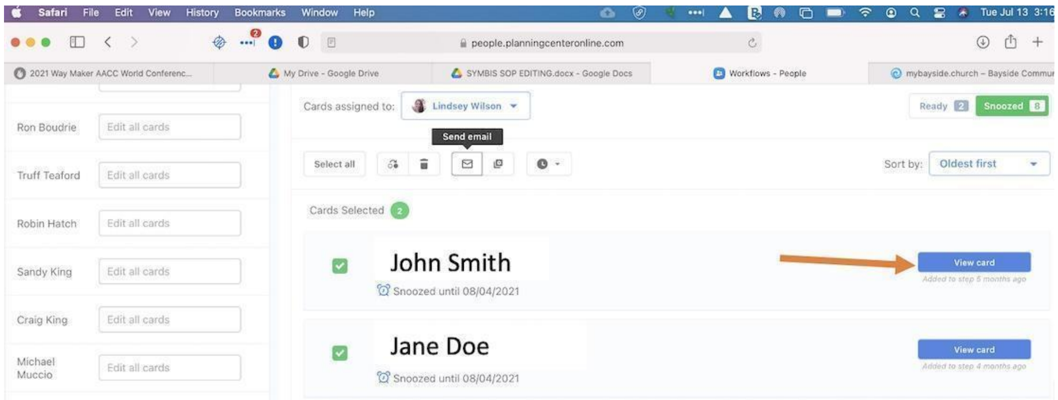


vi. Following the same process as Steps A-B, select the email template: Premarital Request - Request for more information. (NOTE: The names will remain selected in the list.)

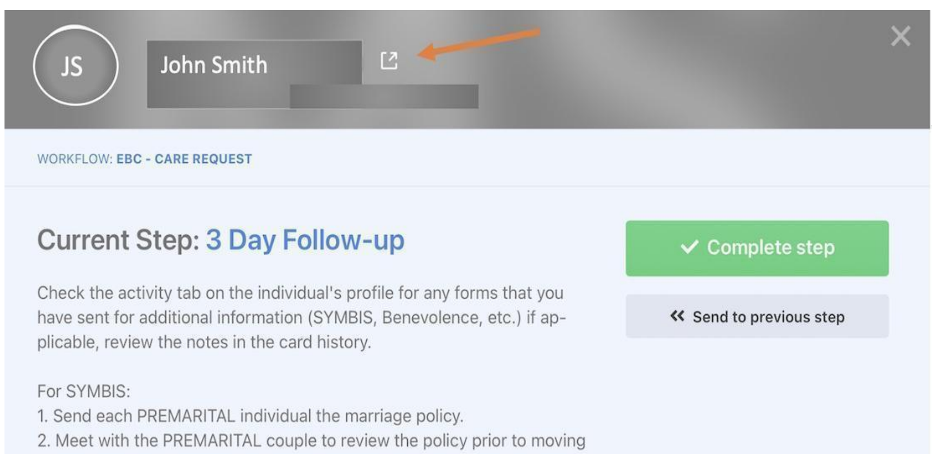
d. Once the emails are sent, this step of the PCO workflow is complete. With the two names still selected, click on the Complete Step Icon (✔). The couple will then appear in the "3 Day Follow-up" list in PCO, the second step in the overall SYMBIS process.



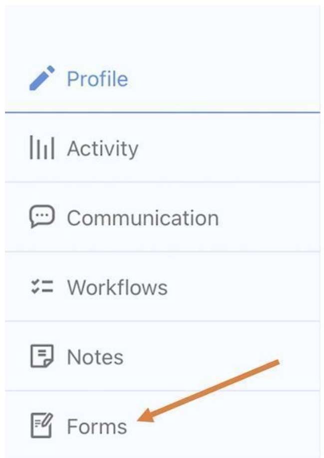
e. To confirm that requested forms have been completed, from the “3 Day Follow-up” Workflow list, click on the “View card” button next to one of the names.



f. A pop-up will appear for the individual. Click on the icon to the right of the name to go to the profile.



g. Click on “Forms” at the left side of the profile screen.

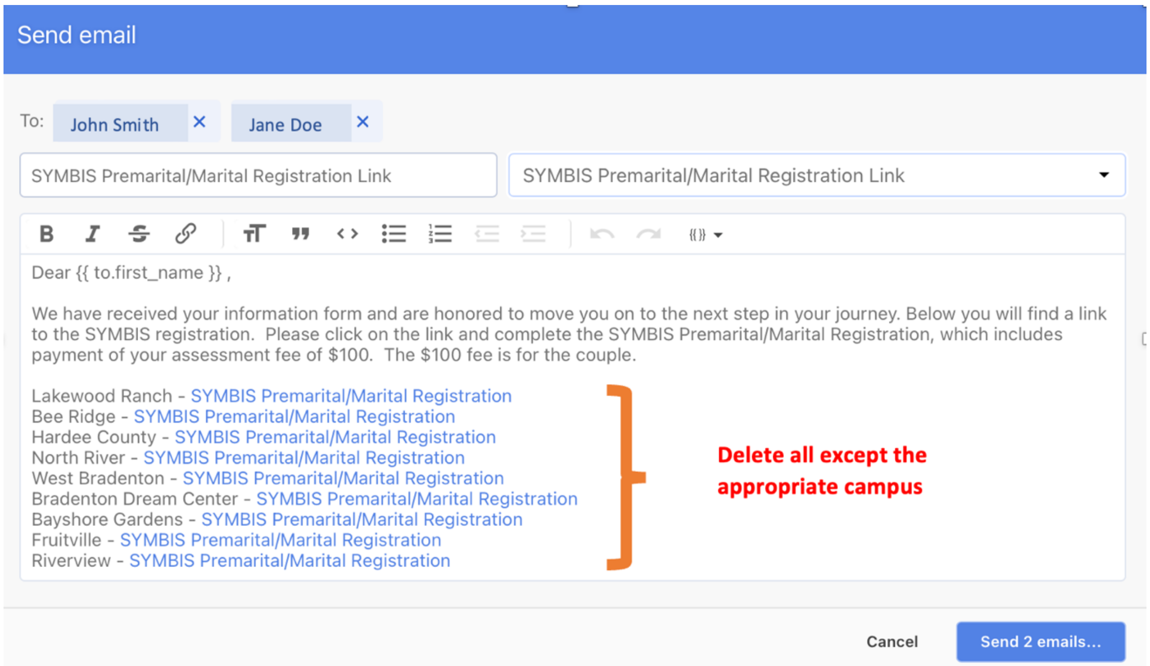


h. If completed, the SYMBIS Premarital - Information and Consent Form will appear in the list - click on it to determine if the information submitted is complete.

i. Note that completion of the Information Form automatically generates emails to the couple explaining the Marriage Policy and asks them to agree. If they have done so, it also appears in the list, as above. If not, this will require follow up in step 4 below.
j. Follow steps e - h above for the other member.

4. Arrange to meet with the couple to review the Marriage Policy prior to moving forward - see Pre-marriage Meeting section below.
5. Once the couple understands and agrees with policy, use the Email Process (3.c. above) to send the “Care Consent and Release of Information” email template. This completes this step in the workflow, so with the names still selected, click on the “Complete step” icon (see step 3.d. above), which will move them to the “1 Week Follow-up” step.
6. From the “1 Week Follow-up” list, use the process outlined in steps G-J above to verify that the Consent for Pastoral Care, Care Release of Information and Honor Policy forms have been submitted by both members of the couple.

7. When the Premarital Information Form has been evaluated and approved for SYMBIS mentoring, use the Email Process to send the "SYMBIS Premarital/Marital Registration Link" template to both parties. Before sending the emails, edit the template to leave only the appropriate campus link (one link should remain, not multiples).



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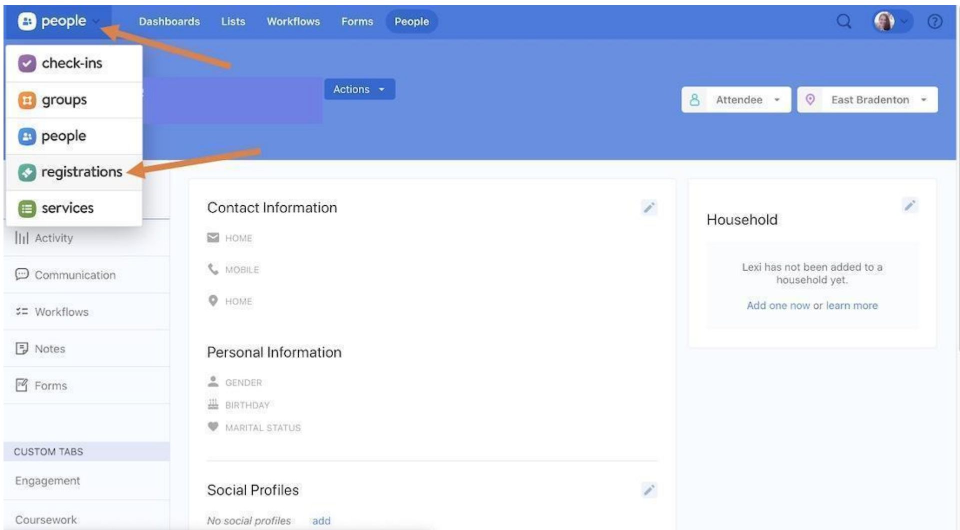
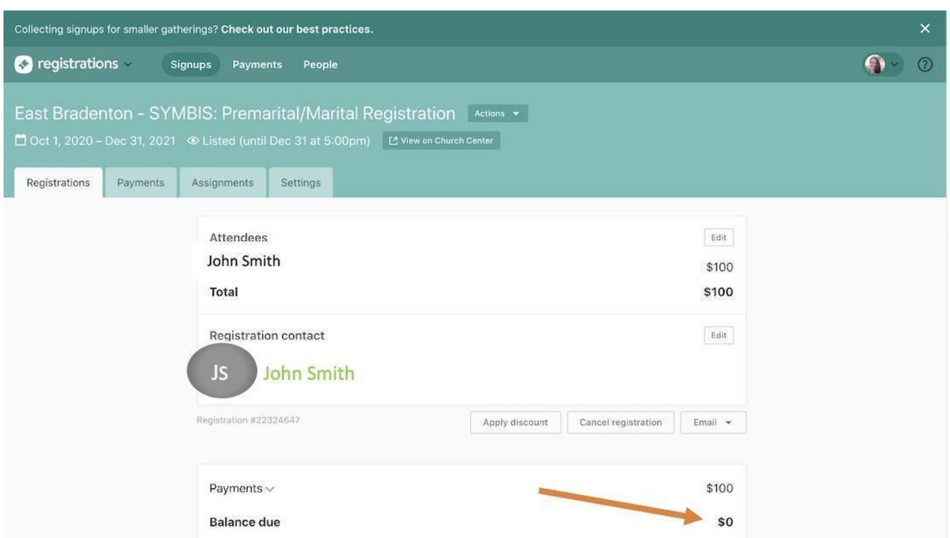
8. Confirm the Bayside registration has been completed:
    a. Access the profile of one of the members (either one can complete the registration), either through a People search or through the workflow as described above. Click on the People button at the upper left corner of the screen, then on Registrations. If it does not appear under this individual, repeat for the other member.



    b. Confirm that registration has been paid. If so, scroll down and make note of the email addresses provided for both members, then proceed to Step 9.



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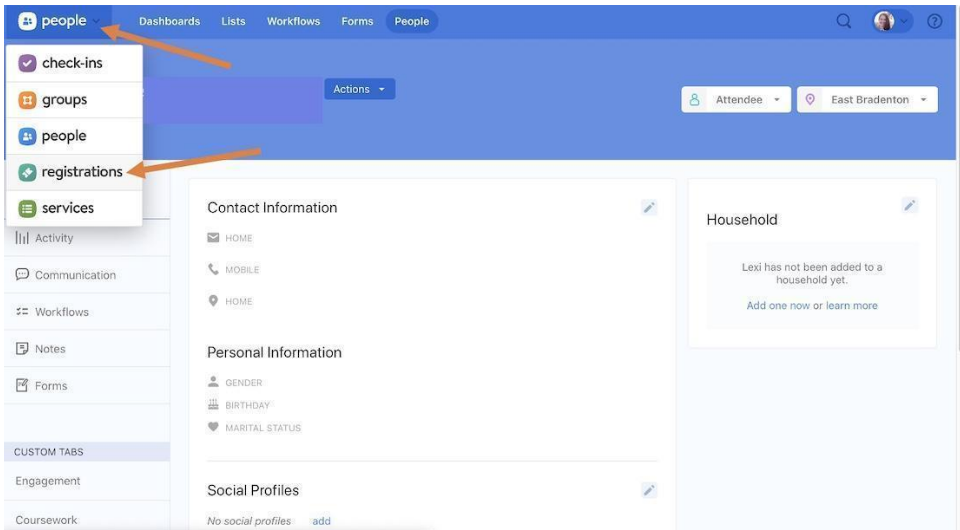
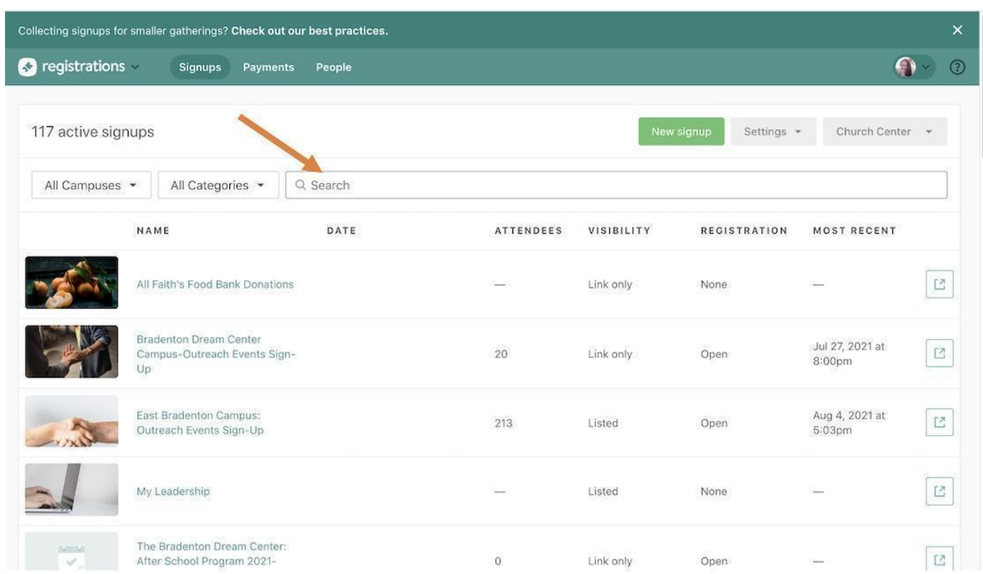
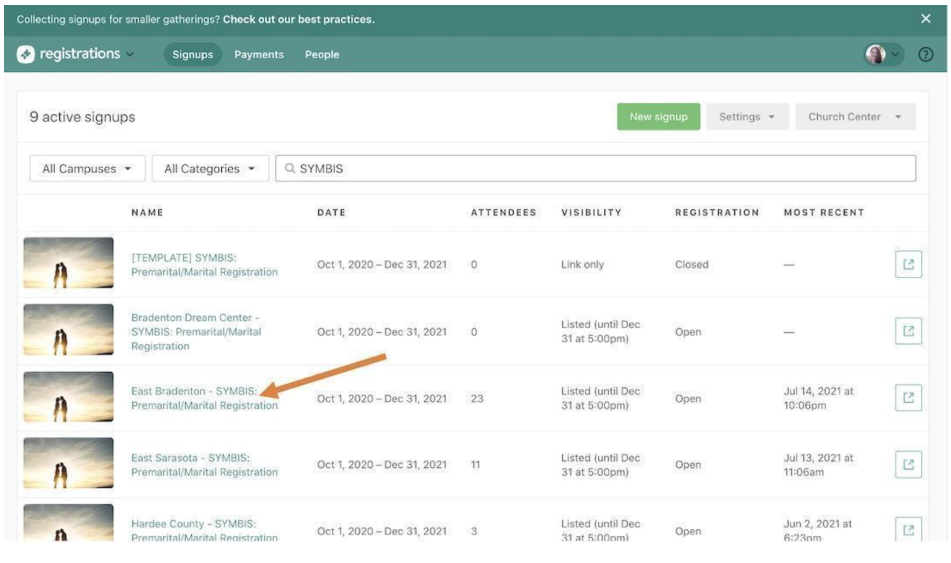
c. If the payment was not found, but the party states the registration was done, there may be duplicate profiles for the individual. In this case, start from the PCO Dashboard and click on People then on Registrations.



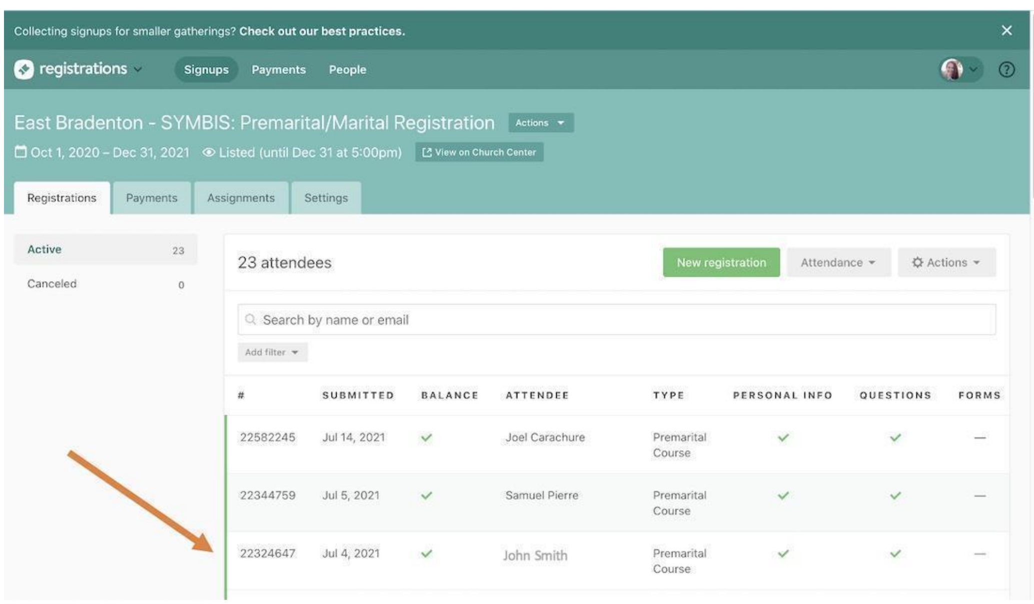
d. Enter SYMBIS in the Search box to narrow down the list of registration types.



e. Locate the appropriate campus from the list and click on it.



f. From the list of registrations, click anywhere on the line with the correct name.



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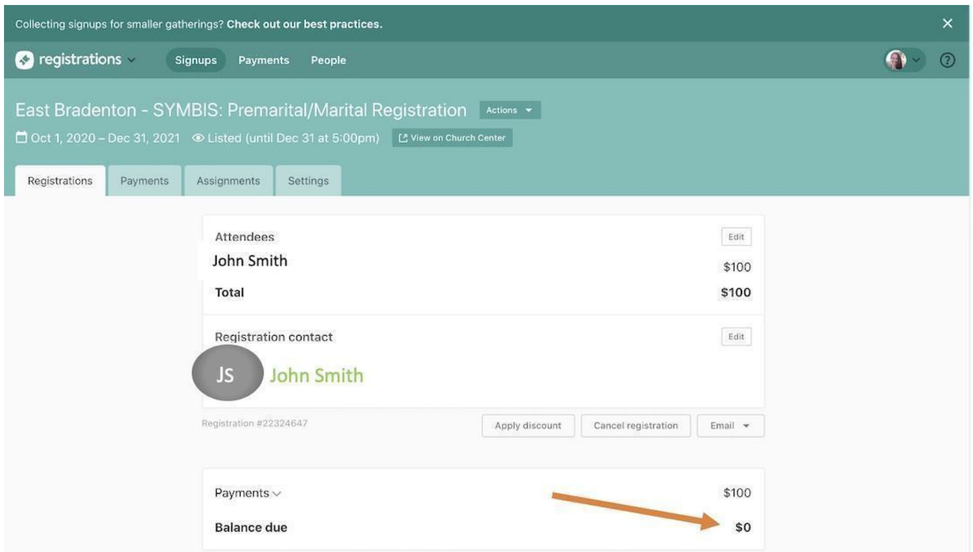
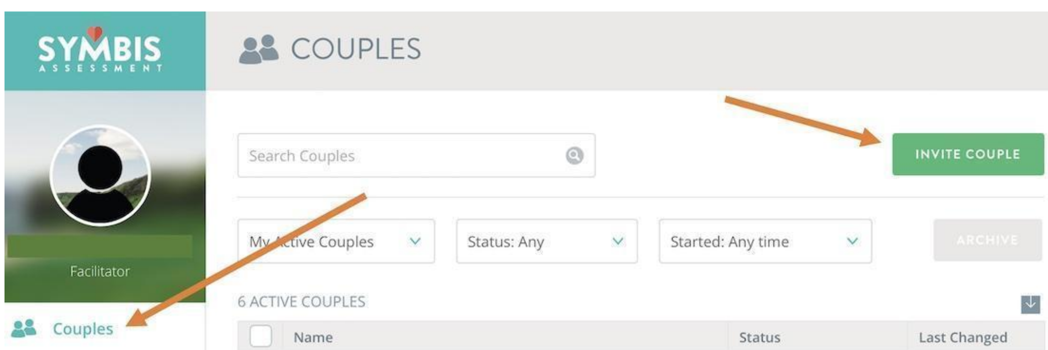
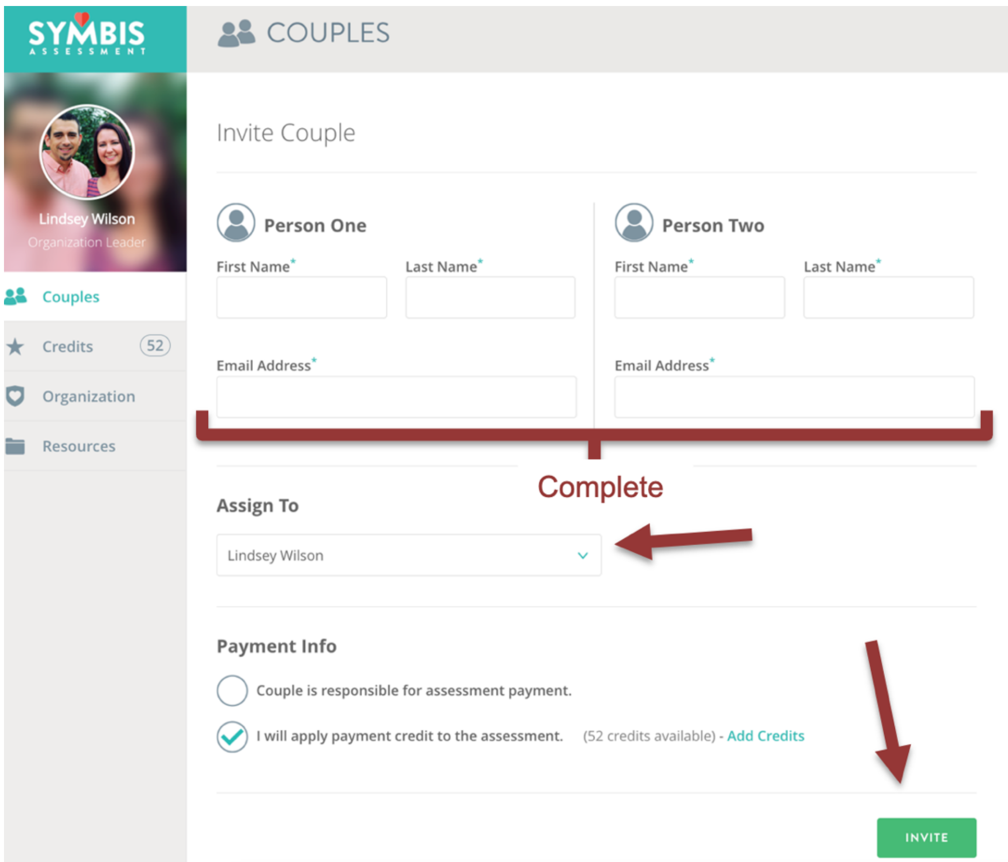
g. Confirm that registration has been paid, scroll down, make note of the email addresses provided for both members, and proceed to Step 9.



9. Send the links for SYMBIS assessments:
   a. Logon to the SYMBIS dashboard, click on "Couples" at the left side of the screen, then on the "Invite Couple" button.



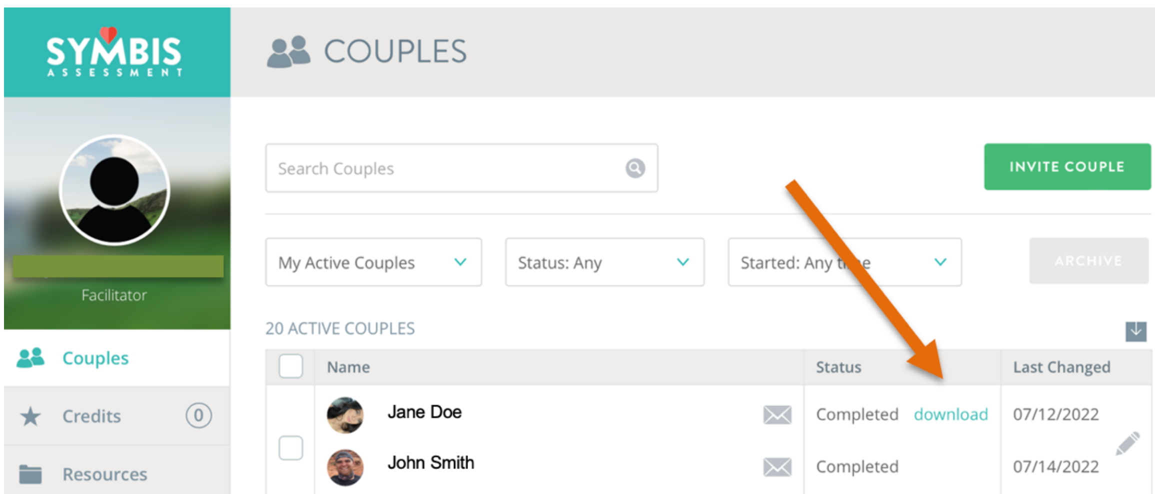
b. Enter the couple's first and last names and email addresses used in the registration above - the bride should be entered as Person 1. Make sure the option is checked for "I will apply payment credit to the assessment and, if appropriate, change the Assigned To facilitator, then click the "Invite" button. SYMBIS will send the couple the individual links to complete their assessments.



c. Send both members of the couple the "SYMBIS Invite" email template.

10. When the SYMBIS assessment has been completed the SYMBIS Certified Leader/Coach or applicable Staff member will ask the couple about schedule availability for session planning and advise them that a facilitator couple will be assigned to them as soon as possible (every effort should be made to complete within 2 weeks).

11. The SYMBIS Certified Leader/Coach or applicable Staff member will then:
    a. Contact the appropriate SYMBIS facilitator couple and provide them the PCO SYMBIS Premarital Information Form for both members of the couple so they can make initial contact.
    b. Update PCO workflows for both members of the couple by clicking the “Complete step” button in the 1 Week Follow-up workflow, moving the couple to the “1 Month Follow-up” step.
12. Print 2 copies of the report from the SYMBIS website:
    a. Logon to the SYMBIS dashboard and click download for the selected couple. Open the downloaded file and print 2 copies in full color.



13. SYMBIS Campus Coordinator will create a file to be provided to the SYMBIS facilitator couple leading the group. The SYMBIS file should contain the following:
    a. SYMBIS Premarital - Information and Consent Form for both individuals
    b. Fully updated New Couple Checklist PCO
    c. 2 copies of the SYMBIS Assessment Report for the couple
    d. Copy of the SYMBIS Biblical Guide
    e. Copy of the 5 Session Schedule Model from the SYMBIS Training Manual
    f. Page for writing notes during meetings and summary sheet for officiant
    g. If printed evaluation form is used:
        i. SYMBIS Evaluation form
        ii. Prepaid envelope addressed to Bayside Community Church SYMBIS Campus Coordinator (to mail completed evaluation form)

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SYMBIS SOP

Outline of How to Purchase a Couple's SYMBIS Assessment

1. All credits are purchased by Care Resourcing directly from SYMBIS in Bulk and distributed to the campuses as needed.
2. Care Resourcing notifies SYMBIS via email to SYMBIS Coordinator the number of credits needed by campus. SYMBIS Coordinator updates the system and places credits on the SYMBIS Campus Coordinators dashboard.
3. **Step by Step process for Assessment purchase**:
    - Care Staff/Director will meet with the couple first- make sure the couple is evaluated for SYMBIS, review our Marriage policy. Introduce our Pre- Marriage meeting if being married by a Bayside Pastor.
    - Have ~~couple~~ completed SYMBIS Premarital - Information and Consent Form OR SYMBIS Marital Information and Consent for both individuals ~~initial info sheet (links on pg 6)~~
    - Tell about link- to be sent that day- this is Bayside registration link listed above & couple pays SYMBIS fee through this link. (links for campuses on pg 7)
    - IF a discount is to be applied- notify the recipient via email- to enter promo code that will need to be entered when completing the Fellowship One registration process. Please note: there is a code for Staff and a code for Members.
    - Campus Coordinator receives completed registration email with fee paid
    - Campus Coordinator accesses Fellowship One. Clicks on Weblink, then views submissions, then clicks on "EBC" (or assigned campus) premarital/marital registration. Then search (on right of screen). Then a populated list will appear with name of registered couple. Then click on view of appropriate person. Print out Fellowship One registration page. Verify email addresses for assessment links.
    - Coordinator opens SYMBIS dashboard, click "invite couple" and fill out form. Verify "I will apply payment credit to the assessment" and click "invite". This will send assessment links to the couple.
    - Coordinator will receive an email when assessment is completed by the couple titled "SYMBIS assessment report is ready" with the name of couple.
    - Send email to premarital couple that assessment is received and facilitator couple will be in touch.
    - Coordinator prints 2 copies of completed assessment- give 1 to the facilitator couple and 1 copy for the premarital couple at the conclusion of the premarital support.
    - Create the folder and include items listed above -under printed material.
    - Assign a facilitator couple.

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SYMBIS SOP

One on One SYMBIS Facilitated Sessions

Scheduling a SYMBIS Session

The SYMBIS Certified Leader/Coach or applicable Staff member (as available) will assist as needed in reserving a Care Room/Conference room/meeting space (or other appropriate designated meeting space based on Campus space availability) and notify SYMBIS facilitator couple.

The SYMBIS Facilitator Couple or appropriate Staff member should confirm the scheduled appointment by contacting the premarital couple 24 to 48 hours before the upcoming session and ask them to arrive 5-10 minutes prior to appointment.

Outline of SYMBIS Sessions

Pre-marriage Meeting: This meeting sets the stage and expectations of our Why. We -Bayside Community Church- hold the sanctity of Marriage in very high esteem and in this meeting, it is imperative that we make this clear. It is critical that we represent Christ and all that Marriage means to Him with the utmost importance. This is the first meeting with the couple by Care Staff/SYMBIS Campus Coordinator or Officiating Pastor (**see bullet 2). During this meeting, we will:

- Welcome the couple and start by Praying for the couple- this is a face to face meeting.
- **Review information sheets with the couple, determine if SYMBIS is right for the couple and if the couple is in agreement/can abide by the <u>Marriage policy/sign off on policy. **If being married by a Bayside Pastor, this meeting is to be done by the pastor to include the review and signing of the policy prior to the SYMBIS sessions.</u>**
- Inform the couple that SYMBIS sessions are not a set number of sessions but based on their specific needs. Usually a minimum of 6-8 sessions but could be more.
- All documents return to SYMBIS Campus Coordinator for registration process.

First SYMBIS Facilitator meeting with couple:

- This is the first SYMBIS facilitator session to begin SYMBIS premarital service.
- The SYMBIS facilitator couple should arrive 15 minutes early, introduce themselves and spend a few minutes getting to know the members.
    - Open with Prayer
    - Review the members' forms and gather additional details, if needed. Develop rapport
    - Begin to Review the assessment at page one (remember couple receives a copy of the full report at the end of the SYMBIS process).

- Facilitator couple will discuss the SYMBIS book and talk with the couple about the importance of having a conversation about expectations of marriage and what their goals are, learn skills about lifelong love and how to have a healthy marriage.
- Towards the end of the meeting, schedule the next session and contact the SYMBIS Campus Coordinator
- Ask the couple what they saw as a take away from today's meeting.
- At the end of the meeting, ask the couple how you can pray for them and conclude with prayer.
- Document/write a brief session summary in the SYMBIS file and store it in the designated cabinet.
- Update SYMBIS Campus Coordinator if meeting date changes/cancels.

Facilitator Couples will:

- meet with the premarital couple for necessary premarital support. The state of Florida requires a minimum of 4 hours for premarital. However, we are held to a higher standard and expect to ensure that we have provided a strong foundation according to what God desires marriage to be. According to SYMBIS, it takes an average of 7 hours to truly go through this curriculum with the couple.

Middle SYMBIS Facilitator Sessions:

- Open with Prayer.
- Spend a few minutes asking about the couple's week and provide the opportunity for each to freely discuss their thoughts about the previous session.
- Ask how they have applied or what they discussed about the premarital assessment over the past week. Review the SYMBIS book as appropriate.
    - "What has God shown you both in this process to date?"
    - "What has improved in your relationship?"

- Work through the assessment with the couple focusing on the areas where the assessment indicates focus is needed and highlight the areas that are strong.
- Encourage the couple to identify Scripture on which their marriage is founded.

Follow-up Officiating Pastor Meeting. This meeting is critical to the health and wellbeing of the couple. We (Bayside Community Church) have an investment in the couple and need to ensure that the couple knows that we are in communication about how they are progressing in their preparation for marriage:

- When the SYMBIS facilitator couple is almost done with the premarital couple the pastor meets with premarital couple to review their progress to date and highlight areas where couple may need additional work/support and celebrate their strengths. SYMBIS

Campus Coordinator is responsible for getting information to the Pastor and making sure the meeting is conducted and included in the file.

- **If the couple is not being married by a Bayside pastor this meeting may not be necessary.** Please evaluate need to provide completion summary/certificate to officiating pastor.

Special Circumstances:

- If the couple identifies domestic violence, addiction and/or abuse please consult immediately with the SYMBIS Campus Coordinator for next steps regarding how to proceed.
- Additionally, if either person may need additional assistance to include professional counseling, ask him or her for permission to speak with the SYMBIS Leader/Coach or applicable Staff member.
    - If the person **agrees**, let him or her know that the SYMBIS Leader/Coach or applicable Staff member will provide professional counseling referrals as necessary.

Final SYMBIS meeting:

- **Prior to this meeting, complete the brief SYMBIS written summary to be given to the Campus Coordinator for the Officiating Pastor meeting (If being married by a Bayside Pastor).
- SYMBIS facilitator will hold final session, facilitators need to review goals with the couple and to prayerfully give recommendations to the couple for "Next steps". Next steps include marriage small group, growth track, support small groups, Freedom, serving, etc.
- Encourage the couple to identify a Marriage mentor couple prior to completing SYMBIS. If being married by a Bayside Pastor, inform the couple that they will be contacted by the officiating pastor for the ceremony details.
- Prior to this meeting (at least 1 week prior), SYMBIS facilitator couple will contact the SYMBIS Campus coordinator to obtain the certificate of completion to give to the couple at last session.
- At the end of the session, give the couple their premarital/marriage certificates, an evaluation form and a prepaid envelope (if a printed evaluation form is used); express gratitude for the opportunity to serve them.
- Complete final summary in SYMBIS file and return completed file to SYMBIS Campus Coordinator within 3 business days.
- Campus Care Director/Coordinator updates Planning Center indicating SYMBIS completed.

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SYMBIS SOP

SYMBIS Video Group Sessions

The Campus SYMBIS Coordinator will determine the scheduling of SYMBIS and SYMBIS_2 groups for the year in accordance with the Bayside calendar for small group semesters.

The Campus SYMBIS Coordinator will coordinate with the campus Facilities team to reserve appropriate meeting spaces need for the