

Love Church

Planning Center Services Guide

“One tool to keep our team connected and ready to serve.”

1. Why We Use Planning Center Services

Planning Center Services is our scheduling and planning tool for Sundays and events.

It helps us:

- Keep everyone on the same page.
- Schedule team members and leaders.
- Share service orders, song lists, and role assignments.
- Make sure no detail gets missed.

When everyone uses Planning Center well, it creates clarity, reduces confusion, and helps us serve with excellence.

2. Getting Started

1. Download the App

- Search “**Planning Center Services**” in the App Store (iPhone) or Google Play Store (Android).
- Download and log in with the email address you use for **Love Church**.

2. Check Your Notifications

- Go to Settings → Notifications and turn on notifications for new scheduling requests, reminders, and plan changes.

3. Access from Desktop (optional)

- Go to: <https://services.planningcenteronline.com>
- Log in with your email and password.

3. Accepting or Declining a Schedule Request

When you're scheduled, you'll get an email and/or app notification.

1. Open the notification or go to your Inbox in the app.
2. Tap the green checkmark to accept, or red X to decline.
3. If you decline, please leave a note so your leader knows why and can reassign the role.

| Tip: Accept or decline within 24 hours so your leader can finalize the schedule quickly.

4. Viewing the Service Plan

1. The service plan shows the order of service and all assignments.
2. Open the app → Tap on the Plans tab.
3. Select the correct date/service.
4. You'll see:
 - Order of Service – the flow of the gathering (worship, announcements, message, etc.).
 - Your Assignment – your role, call time, and location.
 - Notes & Files – important info, maps, or instructions from your leader.

5. Blocking Out Dates

If you know you'll be unavailable:

- Go to the **Schedule tab** in the app.
- Tap **Block Out Dates**.
- Select the date(s) you can't serve.
- Add a note if needed.
- Tap **Save**.

| Tip: Block out dates as soon as you know them — this keeps schedules accurate and prevents last-minute changes.

6. Team Communication in Planning Center

- Leaders may leave **Notes** in your assignment — check them before serving.
- If you have questions about your schedule, message your team leader directly (Slack or text is fastest).
- Use Planning Center for scheduling, not for personal conversation — that's what Slack is for.

7. Best Practices

- **Accept your requests quickly** – this helps leaders confirm coverage.
- **Check the plan before Sunday** – know your role, times, and any special instructions.
- **Block out dates early** – prevents scheduling conflicts.
- **Keep notifications on** – so you don't miss updates.
- **Be ready at call time** – being scheduled means being prepared.

8. Support

If you have trouble logging in or using Planning Center:

- **Contact your Team Leader first.**
- **If it's a technical issue, email [Insert Planning Center Admin Email].**
- **You can also visit: <https://support.planningcenteronline.com> for tutorials and FAQs.**