



planning center

TRAINING GUIDE

WORSHIP
MINISTRY

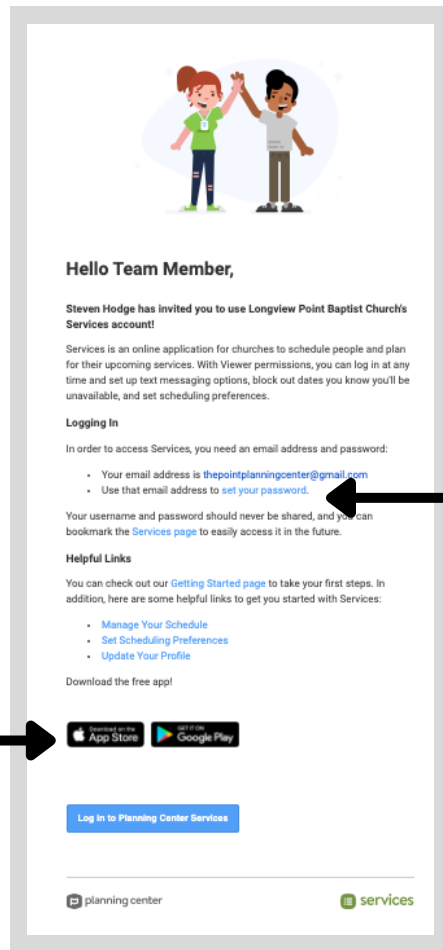
Welcome to Planning Center!

Planning Center is an online database that allows us to schedule team members, organize services, and streamline communication. This resource will be very beneficial to you as you prepare for services and faithfully serve in the Worship Ministry at The Point.

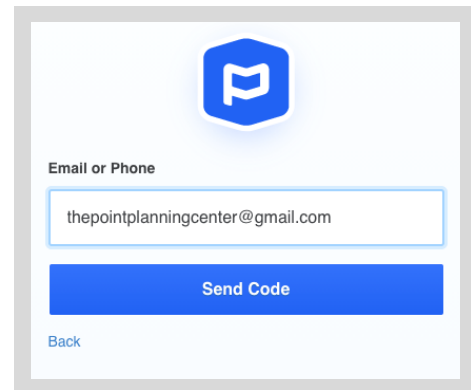
This training guide walks step-by-step through the system in order to help you better navigate its full capacity. We encourage you to take time to explore the website and app.

Getting Started

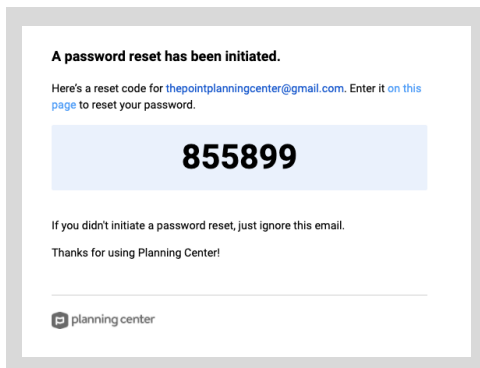
Once you have joined the Worship Ministry, you will receive an initial invitation to your email inbox. It will be titled "Planning Center Welcome Email"



click here to set up your password



click here to download the app



enter your email and click "send code"

you will receive a code to your email - enter it in the box provided

Request to Serve

Every week you will receive a "request to serve" email (if you are scheduled to serve).

if you are able to serve, please select "Accept"



Hi Team,

You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below.

Thanks,

Steven Hodge
Worship Pastor
Longview Point Baptist Church

March 14, 2021

Sunday Worship Gathering [View plan](#)

Choir Member (Worship Choir)

Service:
03/14 at 9:30A

Service:
03/14 at 11:00A

Accept

Decline



if you are not available to serve this week, please select "Decline"

you will be prompted to give a reason - this is optional!

If you select "Accept", you will be directed to the website or app.
This booklet uses images from the "desktop computer" view.

Mar 14 | Sunday Worship Gathering

To decline Choir Member (Worship Choir), click Submit to notify Steven Hodge.

Reason: (Optional)

Cancel

Submit

services My Schedule Plans Songs Media

A new version of the plan page is ready for a sneak peek! [Try it now](#)

Thank you for accepting the invitation.

Sunday Worship Gathering

March 14, 2021

You have been scheduled for Choir Member (Worship Choir)

Click here to add your series title

Click here to add your plan title

PRE-SERVICE

15:00 Welcome Loop [with overview](#)

WORSHIP

4:48 Holy Rear [C] [Choir Director and choir entries](#)

3:58 Magnetic [D]

ENGAGE

3:00 Pastor Jason Ford

WORSHIP

4:20 Great Is Thy Faithfulness [C- D]

4:52 In Christ Alone [D]

MESSAGE

3:50 Pastor Wade Stevens

RESPONSE

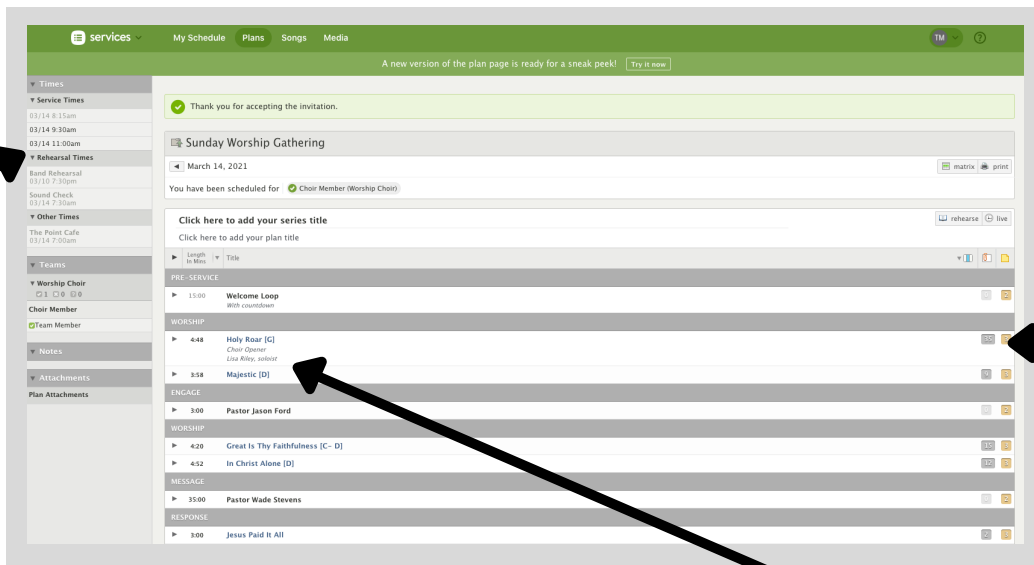
3:00 Jesus Paid It All

The "Order of Service" or "Order of Rehearsal" will be displayed. Please take time to view the elements of the service.

Navigating the Order of Worship Page

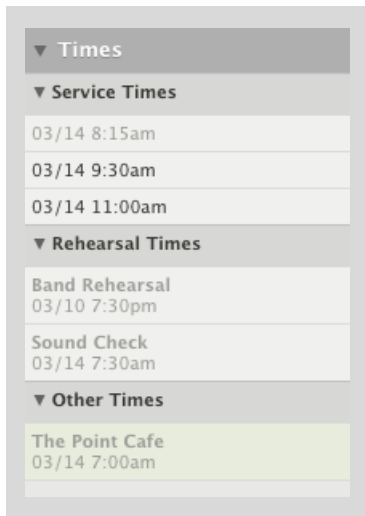
This page gives you access to sheet music and practice tracks for the upcoming songs. It also allows you to view specific service notes and dates/times that you need to be aware of.

times you need to be aware of

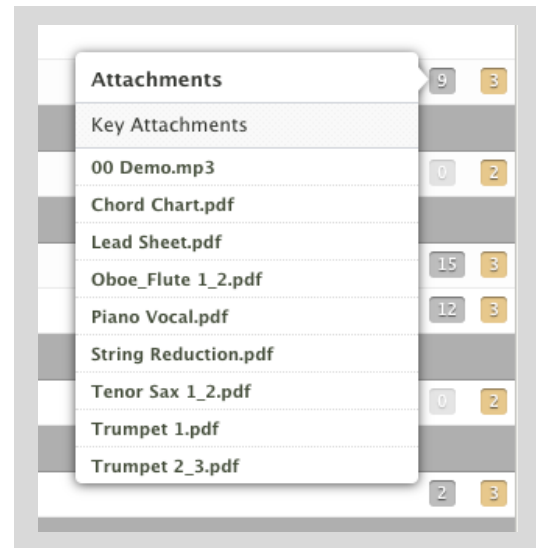


access to song files

specific service notes



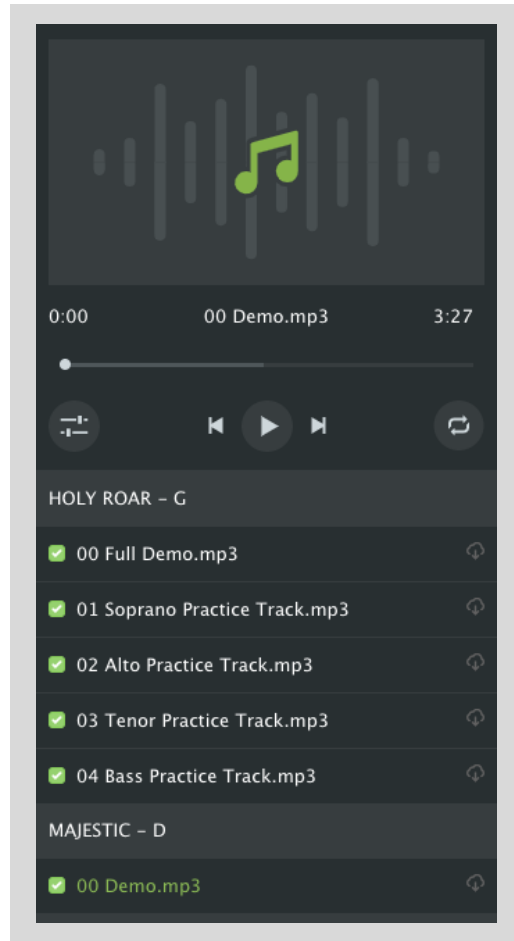
"Times" allow you to see when you are scheduled to serve and rehearse. Dates and times that pertain to you are "bolded".



This "Attachments" bar will pop up after clicking on the grey box beside each song. You can select either the demo track or sheet music. If selecting sheet music, it will take you to a separate page for you to view or print. When selecting the demo track, you will be directed to the "Media Player". (see the next page)

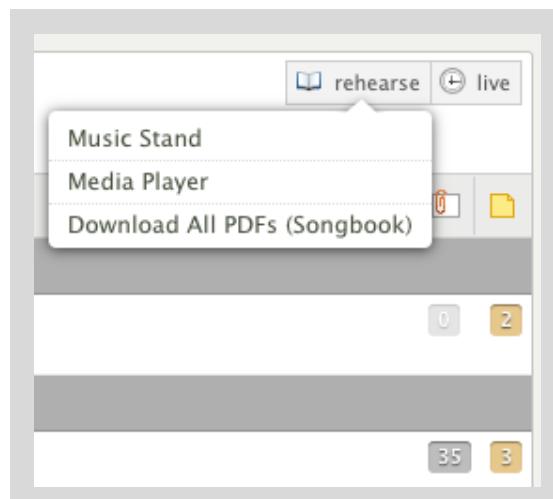
The Media Player

Each song will have a demo track attached for you to practice with. Some choir anthems will even have tracks for each specific vocal part.



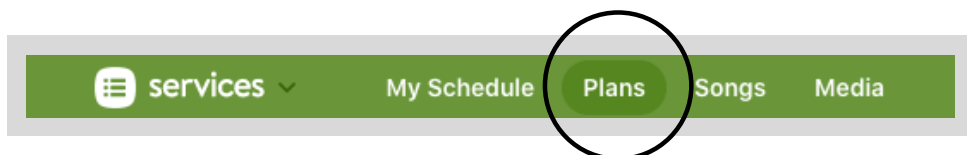
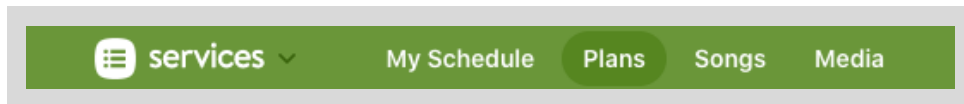
← select the track you wish to listen to

you can also access the Media Player under the "Rehearse" tab at the top right hand corner of the "Order of Worship"

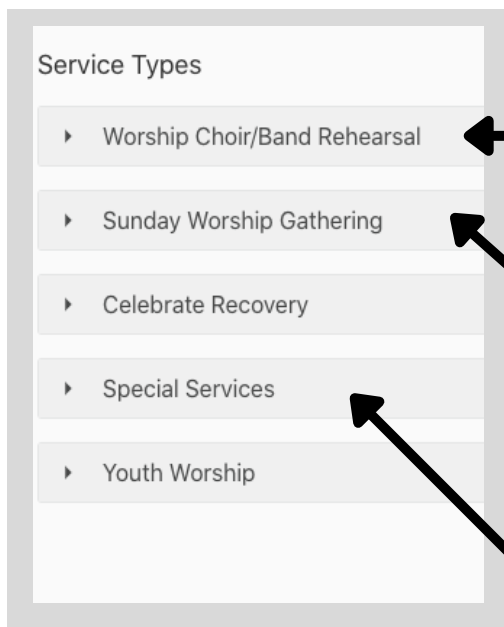


Navigating the Home Page

At the top of the page you will notice this navigation bar. You will primarily use "My Schedule" and "Plans". Feel free to navigate the other buttons as you wish.



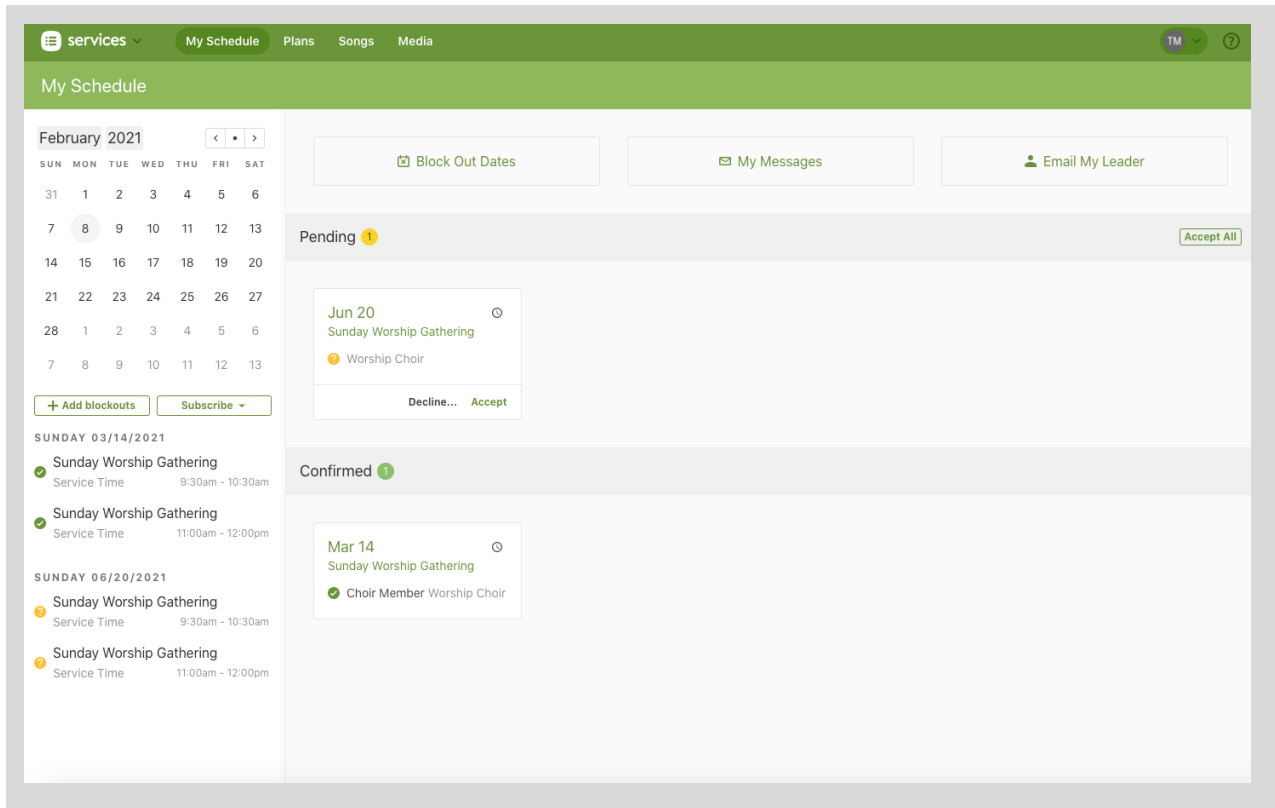
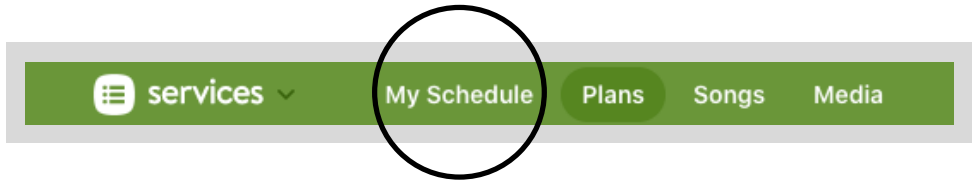
Under "Plans" you have access to view ALL of the services that we lead at The Point. In order to ease confusion, please only select the plans that you are invited to serve in.



We send out Wednesday evening rehearsal requests on the Thursday prior. This "Order of Rehearsal" allows you to view and practice all "special music" for the next 6-8 weeks.

Under "Sunday Worship Gathering" you can view specific "Orders of Worship" for the upcoming planned weeks.

Nights of Worship, Easter Services, Christmas Programs, etc. will be available under "Special Services"



Under "My Schedule" you will see services that you have accepted to serve and services that are waiting for you to accept or decline participation.

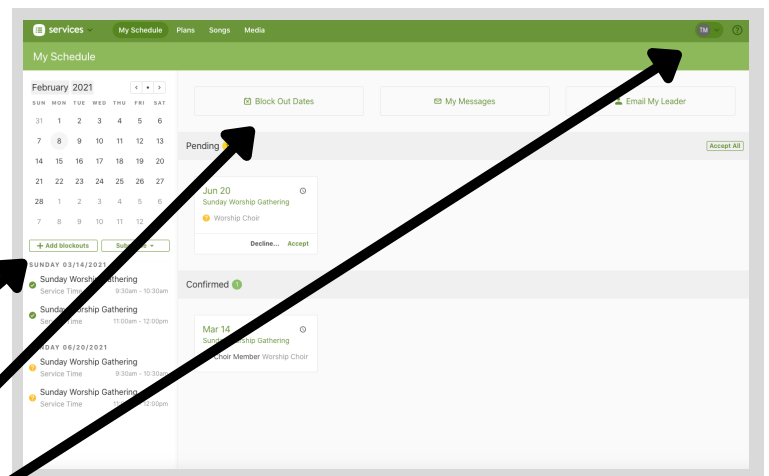
Block Out Dates

You can also plan in advance and block dates that you know you are not available to serve. This can be done in 3 places.

under the calendar

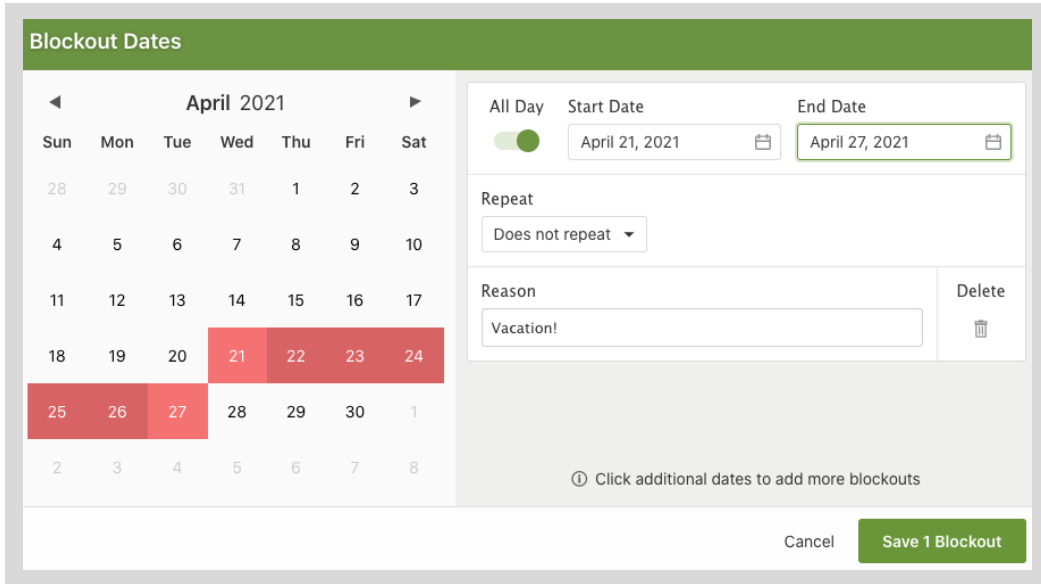
at the top of the page

under your profile



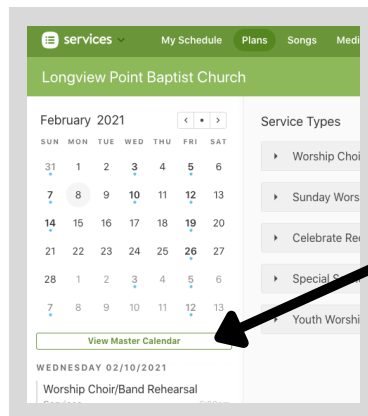
Block Out Dates (continued)

Select the dates you are unavailable to serve. You can also choose to give a reason for your absence. Blocking out dates allows the Worship Leader to make adjustments to the schedule based on volunteers. It also automatically declines the "request to serve" for you.

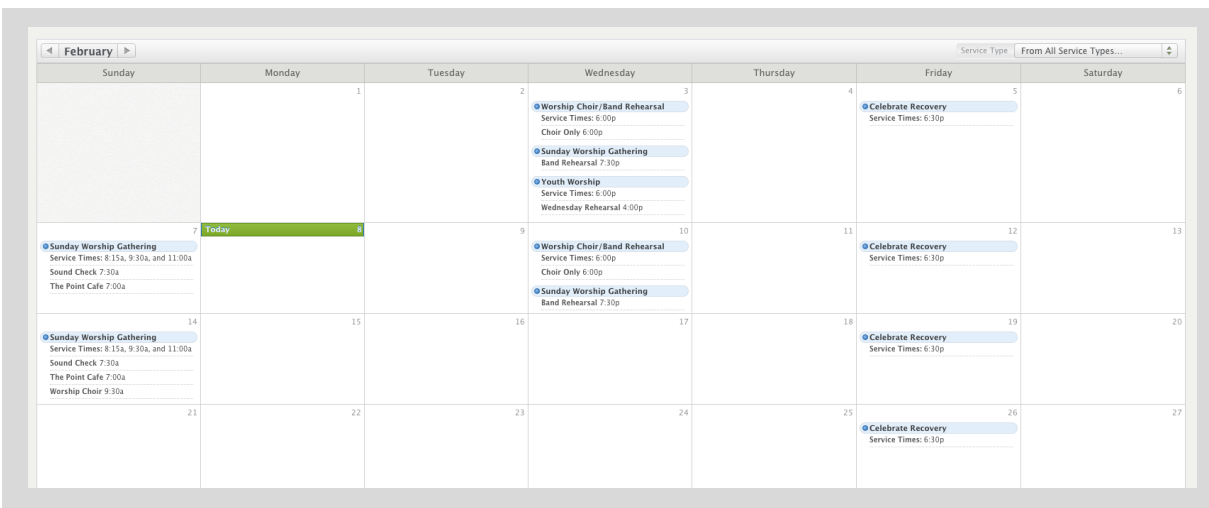


Viewing the Calendar

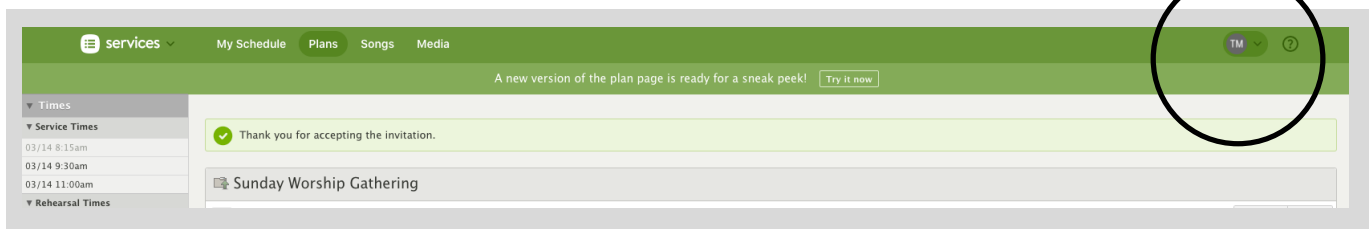
you can view the Master Calendar under the "Plans" tab at the top of the page



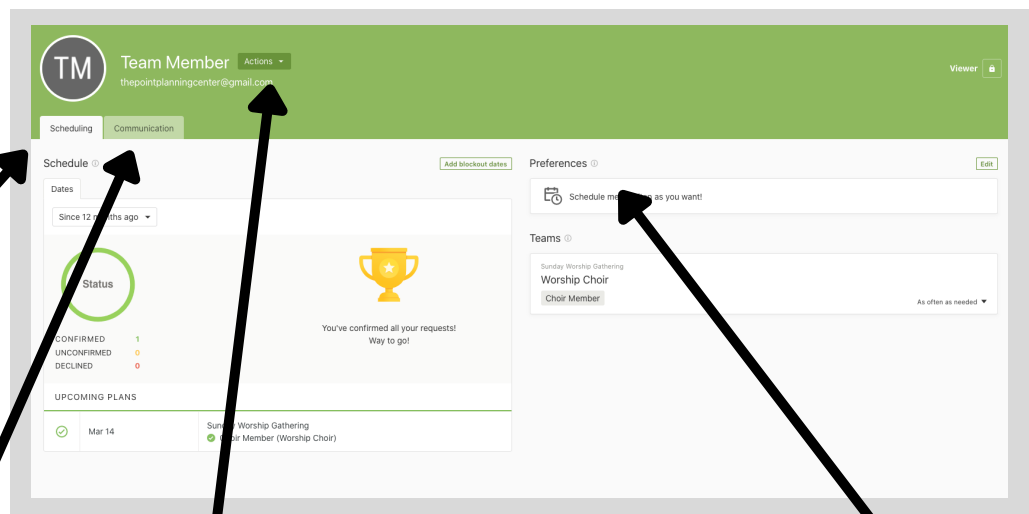
stay up to date on all services and rehearsals



Accessing Your Profile



to view your profile, click on your initials at the top right hand corner of the screen



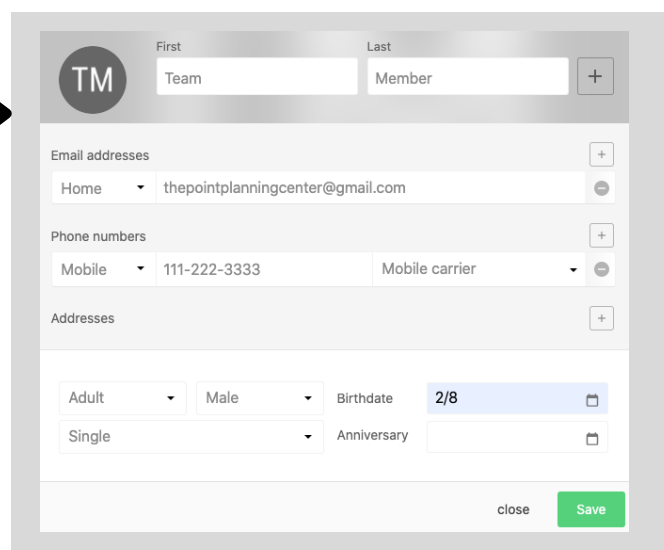
view your scheduling history

view emails you have received and sent via Planning Center

edit your information

limit how often you prefer to be scheduled

Please take time to add information to your profile. This helps tremendously in planning. Adding a profile picture is also very helpful for leadership!



Need help?

Many other resources are available to help navigate the features of Planning Center.
Visit one of the sites below or email Pastor Steven at steven@longviewpoint.org

LINK

<https://www.youtube.com/watch?v=W9l1uZHkjj8>

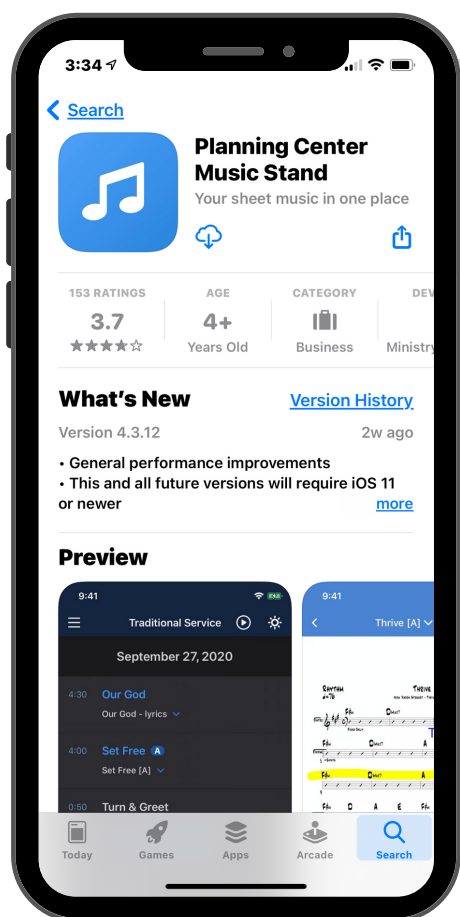
services SUPPORT WEBSITE

<https://pcoservices.zendesk.com/hc/en-us>

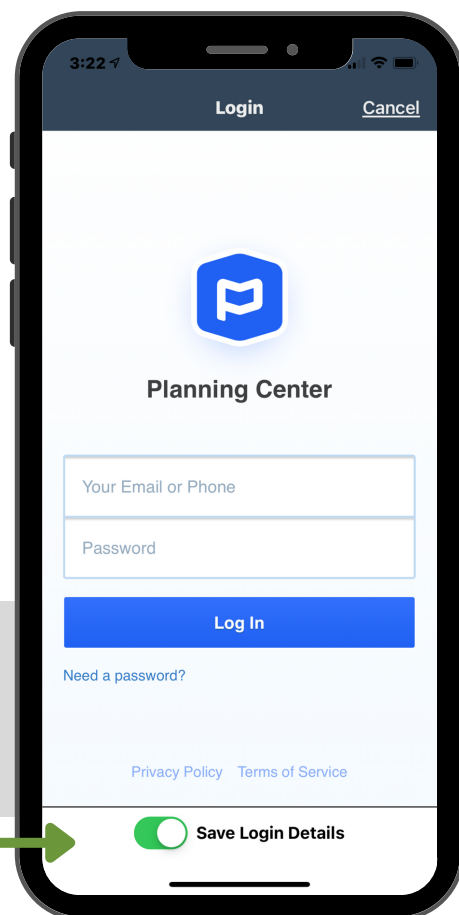
Music Stand App

In addition to the Planning Center app, the "Music Stand" app makes reading digital music a breeze. This app allows you to view all of the music digitally in an editable format. It is basically a digital music folder that stores and saves all of your personalized notes.

This guide demonstrates the app from an iPhone. Other devices may vary slightly.



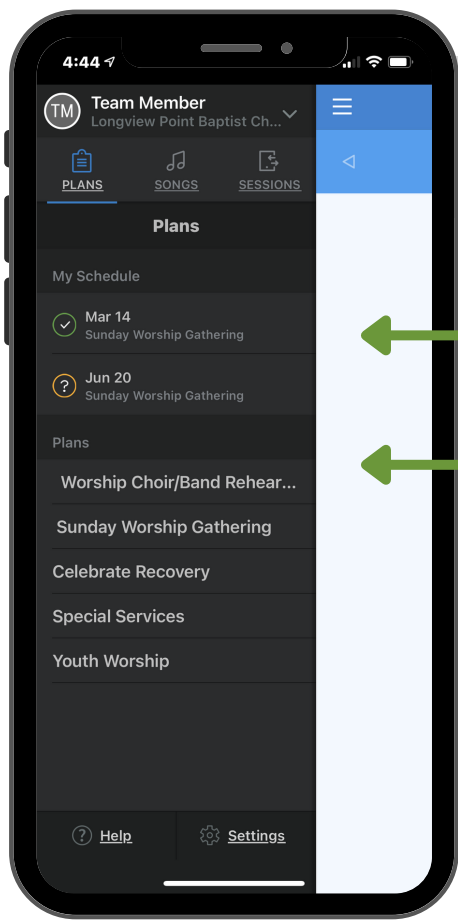
download the "Music Stand" app in your App Store



open the app and login using the password you already created for Planning Center

check this box to stay logged in





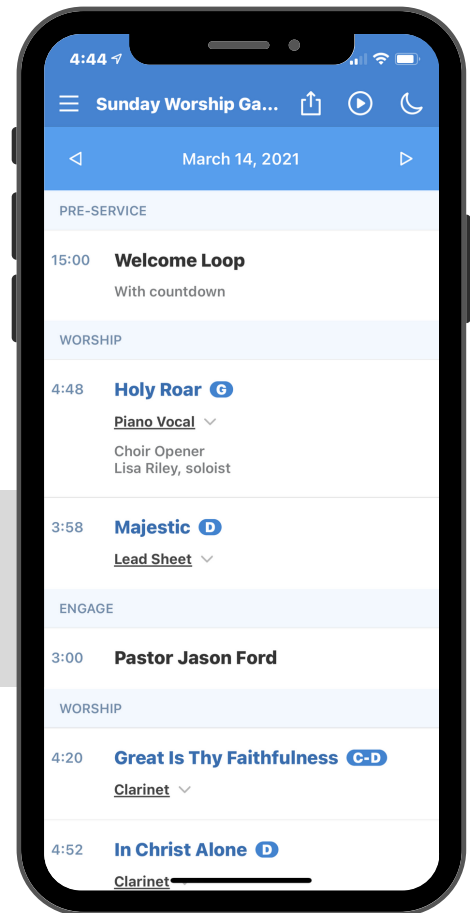
this is the screen you will see after logging in



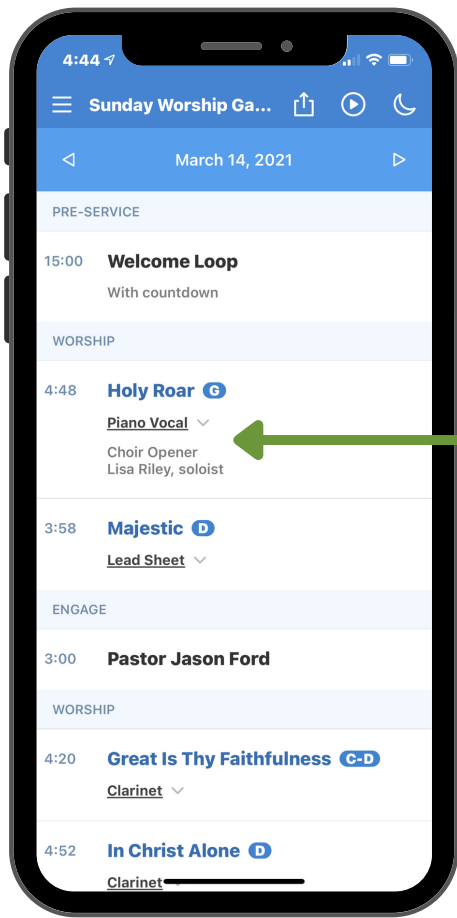
select a scheduled service



you can also select "Orders of Worship" from any plan

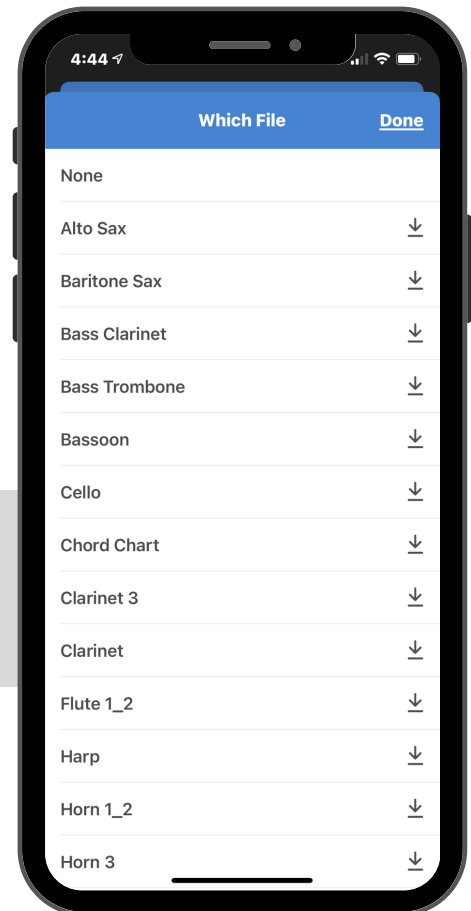


after selecting a service, the "Order of Worship" will pop up.



click the drop down button below each song title to select the type of music you would like to view (vocal parts, trumpet, chord charts, etc.)

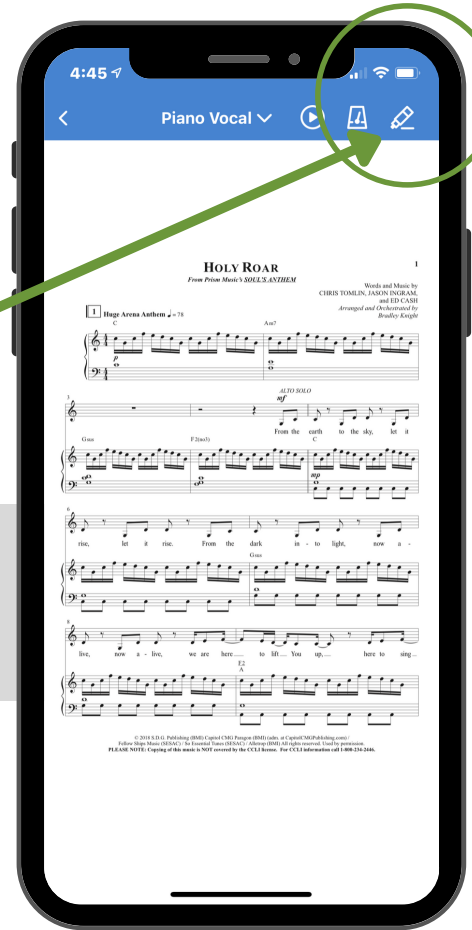
this screen will appear - select the document you would like to view



after selecting the document, Music Stand will save it as your default for that song

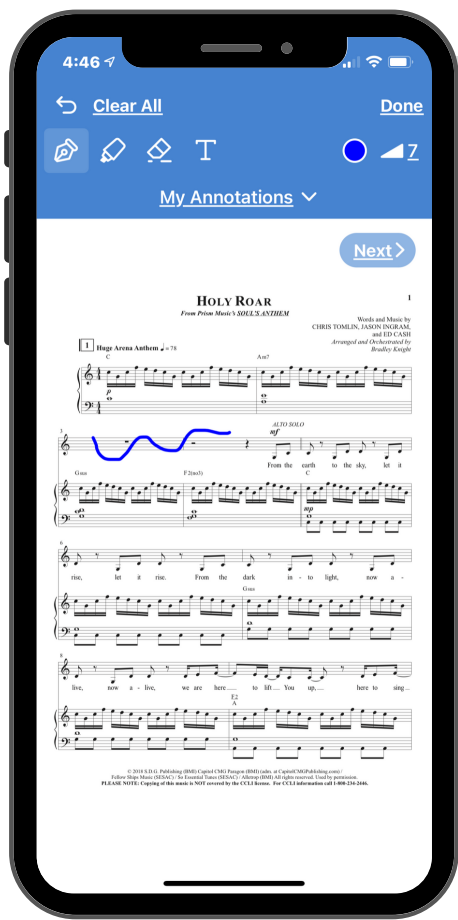


the document you selected
will open

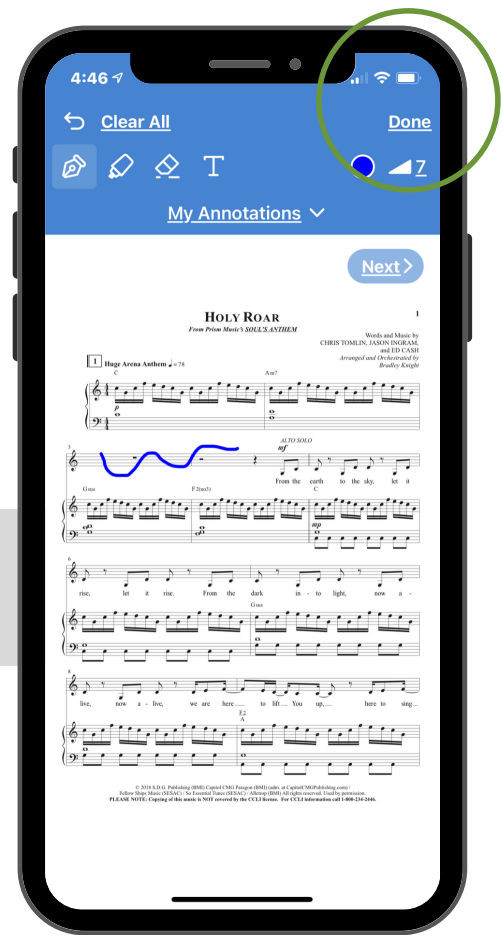


click here to make personal
edits to the music

tap the center of the
screen and the top tool
bar will appear



The edit tool allows you to make personal markings on each piece of music. You can draw, type, and highlight.



click "done" to save your notes

Music stand is set up to swipe continuously through each song. It reads just like a binder of music.

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