

Planning Center Basics

An introduction to Planning Center for the worship leader. *Planning Center Services* is an on-line service planning and scheduling tool. This class will cover the basics of how to utilize the PCO website to add people, add songs, create plans, add media, send emails, etc. Time-permitting, we'll look at the app. functionality as well.

Planning Center Services: The Website

Navigation – the Upper Menu Bar from left to right

- ⇒ *Services dropdown menu*. – this is how you would navigate between Planning Center Services, and other Planning Center applications that your church may have. Admins only.
- ⇒ *My Schedule* – this page is unique to you and shows the upcoming plans for which you are scheduled.
- ⇒ *Plans* – the dashboard for all of your Service Types and Plans. New Plans and Service Types are added from this page.
- ⇒ *Songs* – your song library. This is empty when you first open your account. Your team will add songs as you go!
- ⇒ *Media* – This is a place to store videos such as countdown videos or sermon intro vids. Song related media (such as YouTube videos and mp3 files, are added in the song library).
- ⇒ *People* – contact info for all your church ministry peeps. Create general emails from this page.
- ⇒ *My profile* – far right upper corner... a picture or your cute face if you add one. Quick access to your own profile, and to any other *Services* accounts you're a part of... (If you're on more than one church's account).

Adding SERVICE TYPES – Plans are separated out by type: for example, Sundays, Wednesdays, youth, etc. You create them and call them whatever you want/need for your church

- ⇒ *Adding Plans* – the Plan and service flow for individual church services. You can create a template for your weekly services, including the service and rehearsal times.
- ⇒ *Adding Folders* – Folders are a way to help you organize even more, for instance, a multi-campus church could create a folder for each campus, and then within each folder create the various types of services located at that campus.

Adding PEOPLE – everyone on your worship/media team will need to be added to the *People* tab

Planning Center designates the following Permission levels:

- ⇒ *Scheduled Viewer* – can only see their own profile, and the Plan(s) for which they are scheduled.
- ⇒ *Viewer* – can view the Plans, Songs & People tabs. Unable to add or edit anything. Most of your team will likely fall into this category.
- ⇒ *Editor* – can add/edit songs, add media, add people, and can edit some *people* information. Your worship leaders.... anyone creating sets and leading teams, will need to have at least Editor permissions.

⇒ *Administrator* – can do everything except anything related to the business decisions for the account.

⇒ *Organization Administrator* – Jedi level access... :D

Creating teams: you need to create teams, (ex: band, tech, etc..), and also the roles within those teams (ex: worship leader, keys, FOH, lyrics), before you can schedule anyone.

Adding SONGS to the Library – popular songs, original songs, public domain

⇒ *CCLI / SongSelect* – *Services* automatically links to CCLI. if your church has a SongSelect account, an Org. Administrator can link that too.

⇒ *Creating custom charts* – PCO allows you to input your own song data. This could be for an original song, if you don't have access to SongSelect, or if you prefer to create charts that match your arrangements. Be sure and select the correct key signature.

⇒ *Adding keys* – you can add different keys for each song. If you entered song data manually, PCO will transpose it for you. If using SongSelect, PCO will download the chart for you in each new key.

⇒ *Adding additional charts* for use with capo

⇒ *Number system / lyric charts* – you can select an option in each song for PCO to generate a lyrics page and/or a number chart for that song.

⇒ *Creating a song sequence* – you can input your sequence that will populate at the top of the chart. This is only for songs you enter yourself, not for SongSelect charts.

⇒ *Creating additional arrangements* – each song can have multiple arrangements. This is great for multiple worship leaders, or any time you want to create an alternate arrangement. For instance, if you want a radio edit, and an extended-spontaneous-dance-remix of the same song.

Adding MEDIA to the Song Library – YouTube links and/or mp3 files for use as rehearsal reference

⇒ *Adding song mp3 files* - Any mp3 file can be dragged and dropped into the song library. You can purchase a song on iTunes or record a demo on your phone. This is a helpful way to provide a reference for your band as they practice at home prior to the team rehearsal. *Please note*, though, that the standard CCLI license *does not* cover rehearsal tracks. You can purchase a Rehearsal License from CCLI, or you can contact individual publishers.

⇒ *Transposing songs* –when mp3 files are added to the correct key signature, you can create a new key and have *Services* transpose it for you. Tempo is maintained, but the vocals sound ... amusing.

⇒ *Adding YouTube links* – *Services* links to YouTube, Vimeo, etc. Attach them to the entire song or to specific arrangements.

Creating the PLAN – adding songs and other elements so everyone is on the same page

- ⇒ *Adding your song selections* – You pull in the arrangement and key you want. Attached media for that song/key will automatically be pulled into the Plan too, giving the team easy access.
- ⇒ *Adding other elements* – designate a spot in the Plan for every element in your service that day, track who's responsible for what and how much time is allotted for each element.
- ⇒ *Scheduling the team* – schedule the band, the vocalists, the production crew, the chocolate acquisition specialist.
- ⇒ *Emailing invites and service details* – send out an email to the team. PCO auto-generates a “you’ve been scheduled” message which you can edit. Each person will be prompted to either *accept* or *decline* the invite. You can follow up with another email to the team later if you’d like.
- ⇒ *Setting up reminders* – optional, you can set up automatic text reminders.

The Apps

- ⇒ *Planning Center Services* – access your PCO account on your phone, limited features.
- ⇒ *Planning Center’s MusicStand* – a chord chart viewer for your iPad that connects to your *Services* account, giving you the option of going paperless & hands-free on stage.

I’m delighted to be part of the faculty at WorshipNW again this year!

I’ve been involved in worship/music ministry and leading teams and congregational worship for about thirty years.

I’m currently part of the creative arts department leadership team at River Valley Church in Grants Pass, Oregon.

In addition to leading worship at our various campuses, I’m also involved in vision-casting and leadership development. I love leading congregations in praise & worship as well as encouraging, training, teaching and equipping other worship leaders & teams!

Thank you for your time. I hope you found this class discussion valuable.

Please feel free to reach out to me if I can be of any help to you or your team.

Also ~ I’d love to connect with you on Instagram (@mhaywoodsmithmusic) and Facebook (@michellehaywoodsmithmusic)

Thanks! Michelle