

# PLANNING CENTER

## Worship & Production

At The Refuge we use an online scheduling system called Planning Center Services. They also have apps for smart phones (which we HIGHLY recommend you download it). With Planning Center Services it provides multiple things:

- Sends request dates of when The Refuge would like you to serve.
- Gives you the opportunity to accept or deny the request. If you have to deny, it allows you to explain why.
- You can block out dates you are unavailable. This helps us when scheduling, so we can schedule you more efficiently.
- It will send you reminders of when you are serving.
- You can link planning center to your personal calendar.
- It helps us store your contact info for our leadership team.
- It is a source we can use to communicate with the team via text and email.
- It is a source that allows you to have the worship set list and service order.
- We are able to equip you with MP3s, transposed MP3s, tracks with cue, and chord charts so you can come to rehearsal prepared.

### **WELCOME EMAIL**

You will receive a welcome email to the email address you provided up upon applying for the team. If you do not see an email come from planning center online, please check your junk folder.

Follow the link to set your password.



☆ Danielle Miller [The Refuge - Main Campus] Inbox - The Refuge 9:04 PM DM

Planning Center Welcome E-Mail  
To: worship@therefuge.net  
Reply-To: Danielle Miller

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**Hello Holy Spirit,**

Welcome to Planning Center Services, an online system to help churches schedule team members, organize services and streamline communication. Danielle Miller wants you to be able to participate and has added you to the The Refuge - Main Campus account.

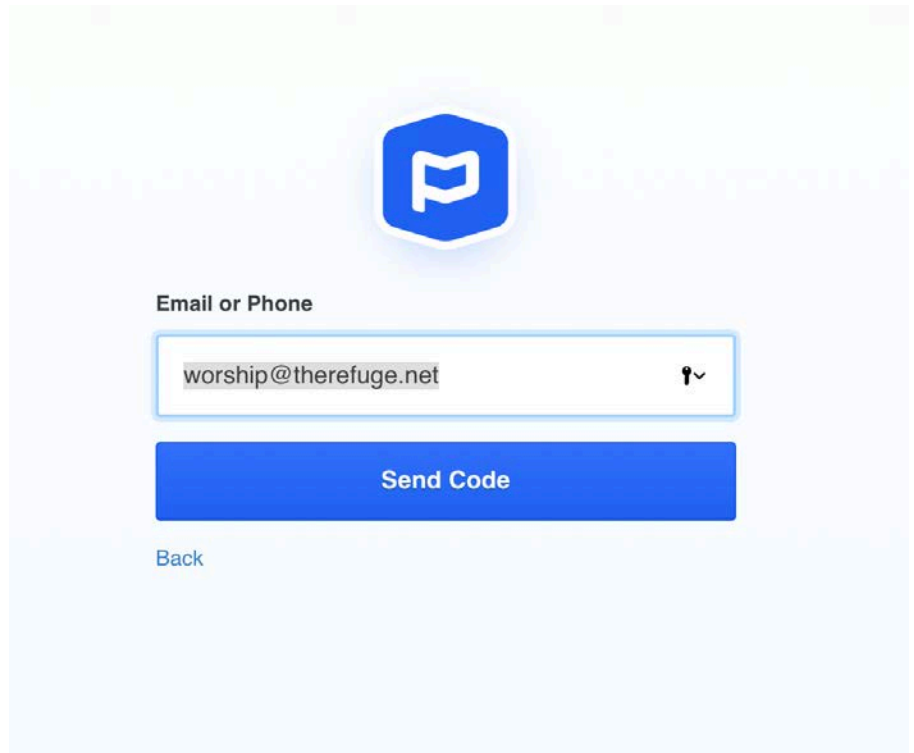
Your username is [worship@therefuge.net](mailto:worship@therefuge.net)  
[Click here to set your password](#)

When your church is ready, they'll start to send you scheduling request emails, but you can log in at any time and set up text messaging options, block out dates you know you'll be unavailable, and set scheduling preferences. The [Getting Started Video and Lessons](#) will show you how.

If you have any questions, please don't hesitate to ask. Once again, welcome to Planning Center Services!

[Log in to Planning Center Services](#)

You will direct you to a webpage to send a code for a password set.



Email or Phone

Send Code

[Back](#)

You will receive another email with a code verification. Follow the link to enter the code.

**A password reset has been initiated.**

Here's a reset code for [worship@therefuge.net](mailto:worship@therefuge.net). Enter it [on this page](#) to reset your password.

**984819**

If you didn't initiate a password reset, just ignore this email.

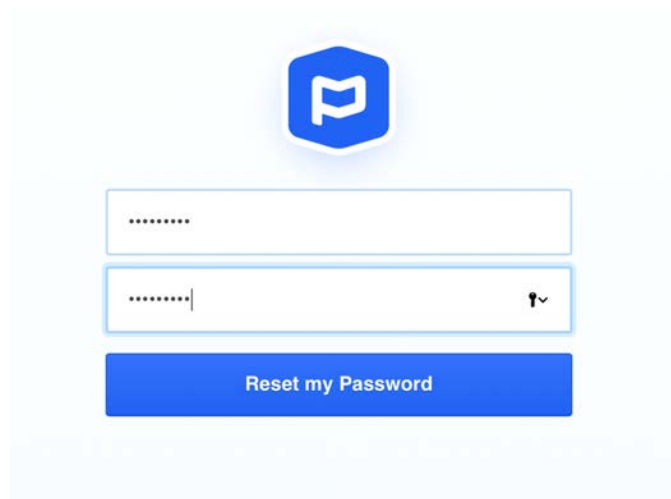
Thanks for using Planning Center!

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 planning center

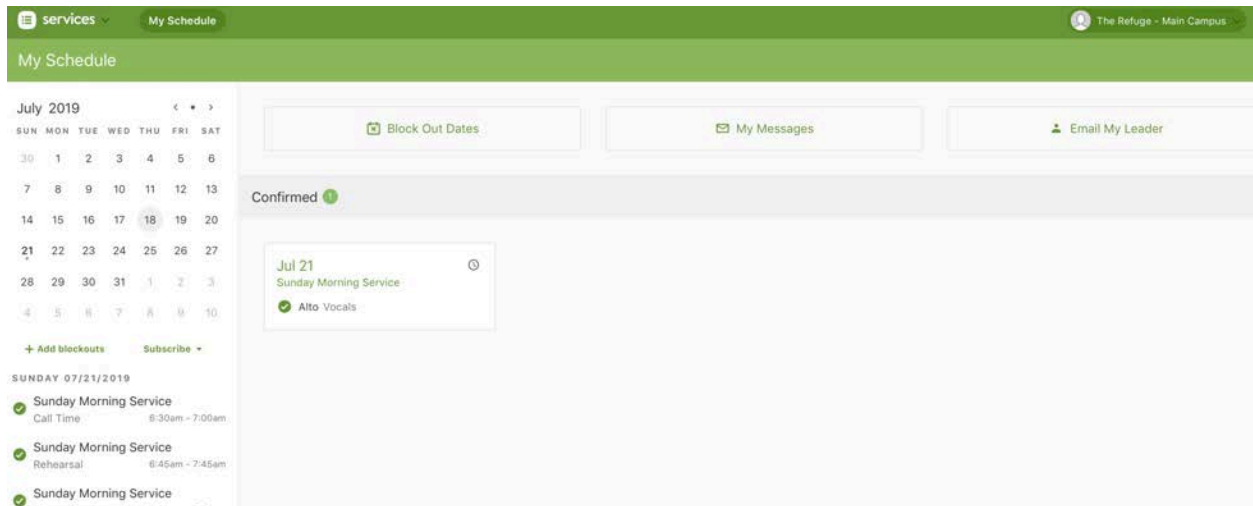
You are receiving this communication because you're signed up with The Refuge - Main Campus's Planning Center account.

It will take you to a webpage and you will need to enter in a password that you will be able to remember easily.

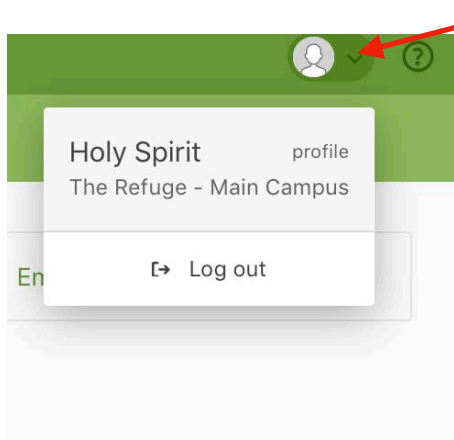


## **FIRST LOGIN**

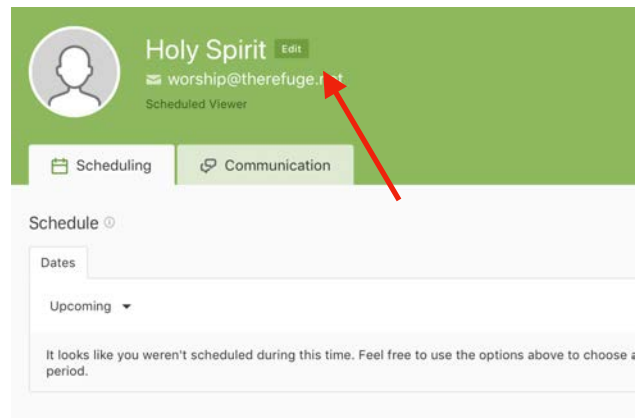
Once you establish a password and login you should see this page:



You will want to go to the top right corner and click on the icon to update your contact info:



Click on edit next to you name:



Be sure to fill in any contact info you can provide, that will help us communicate with you

First: Holy | Last: Spirit

Email Addresses: Home - worship@therefuge.net

Phone Numbers: Mobile - phone number | Mobile Carrier

Addresses

Adult | Gender | Birthdate | Marital Status | Anniversary

close Save

## BEING SCHEDULED

When you are scheduled you will receive an email like this:

You will need to ACCEPT or DENY your request.

**Hi Holy,**

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

Thanks,

Danielle Miller  
The Refuge

**July 21, 2019**

Sunday Morning Service [View plan](#)

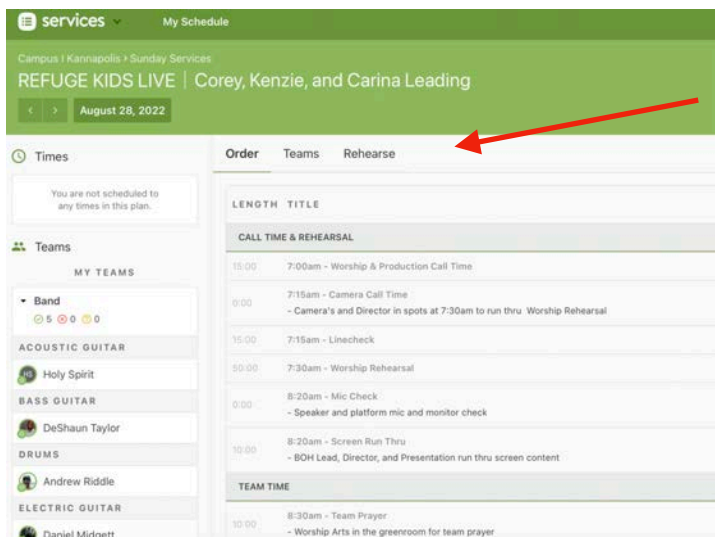
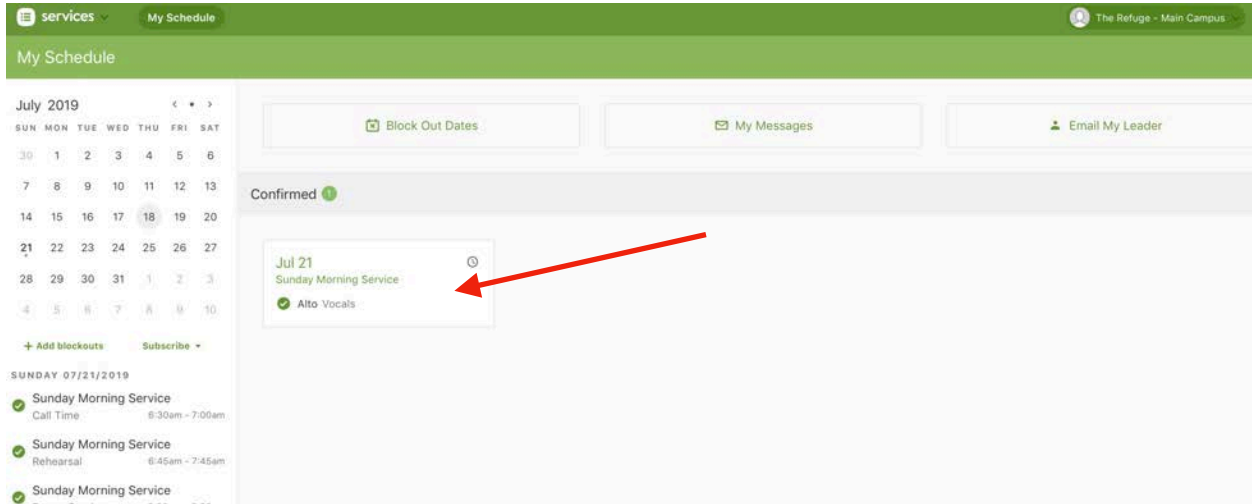
### Alto (Vocals)

<b>Service:</b> 07/21 at 9:00A	<b>Call Time:</b> 07/21 at 6:30A	<b>Prayer Service:</b> 07/21 at 8:00A
<b>Service:</b> 07/21 at 11:00A	<b>Rehearsal:</b> 07/21 at 6:45A	

Accept

Decline

Once you ACCEPT, the plan will appear on your homepage, see example below:



If you click on that plan, it will pull up the plan info: **Service Order, Teams, and Rehearse**. You can see times, who is scheduled, service order, item notes, and any materials you need for prepping.

If you scroll through you can see all the details and order for the service you are scheduled for.

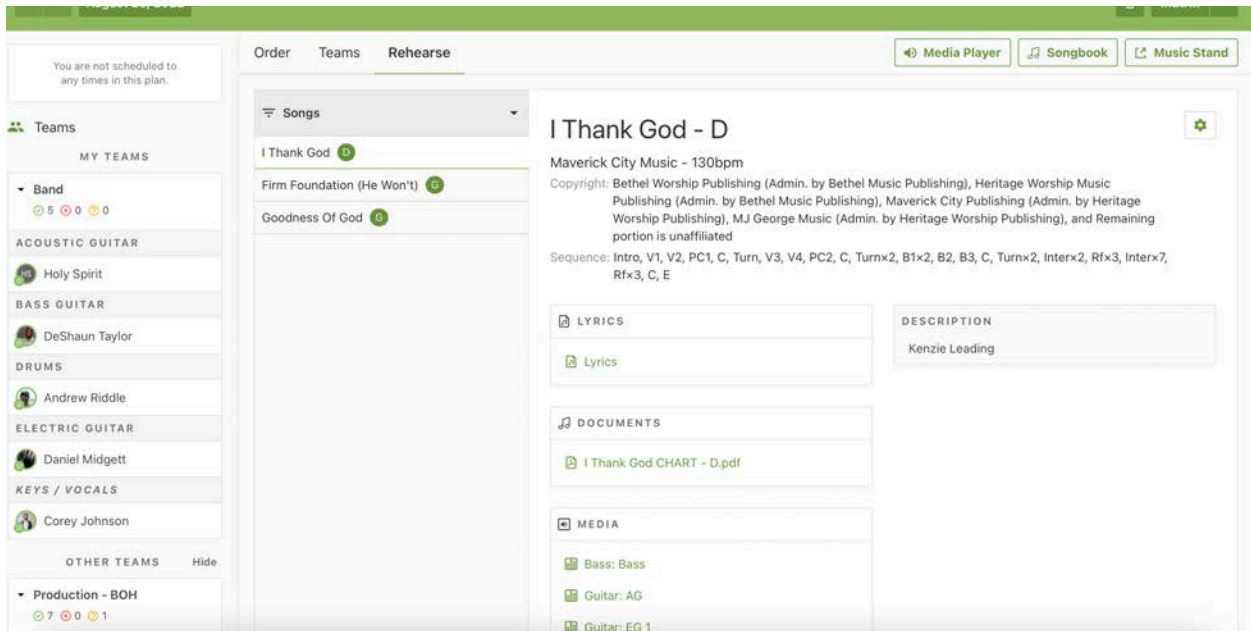


WORSHIP	
2:00	WELCOME Abe Ortega
7:34	I Thank God <span>D</span> Kenzie Leading
7:52	Firm Foundation (He Won't) <span>G</span> Corey Leading
5:03	Goodness Of God <span>G</span> <span>J</span> Carina Leading
TRANSITION & MESSAGE	
	PRAYER / TRANSITION Abe Ortega
2:00	Fall Small Group Semester Mention about Cannonballers tickets at Info desk.
0:00	VIDEO - Refuge Kids Recap
0:00	SERVE TEAM OF THE MONTH - PARKING LOT Serve Team Parking Lot (Slide) Pastor Nathan
3:00	OFFERING Pastor Nathan
1:30	VIDEO - Seat Currentlv

# REHEARSING

On the **Rehearse** tab it pulls up the songs in the set list. Giving you access to:

- MP3s
- Chord charts
- Lyrics
- The songs with each instrument and position with the parts elevated in the mix for easier practicing.



**You will see each section:  
Lyrics, Documents, & Media**

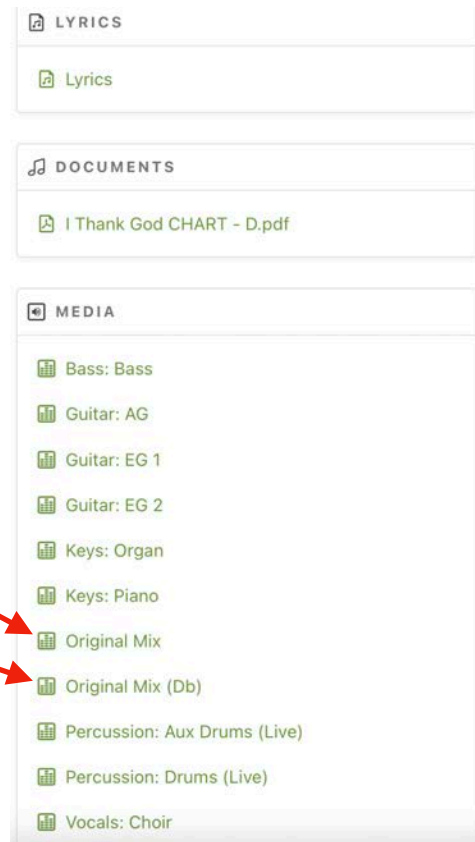
Documents will have any chord charts.

Media will have all the MP3s and highlighted instrument tracks.

“Original Mix” is the full MP3 transposed in the key you will be playing it in.

“Original Mix (Db)” means that the original key of the recording. But not the key you will be playing it in.

Each highlighted instrument track is already transposed to the key you will be doing it in.



Make sure to spend some time on Planning Center familiarizing yourself. It's a helpful tool to help you stay organized and come to services prepared. You can block out dates that you are not able to serve. Also you can link your Planning Center dates to your personal calendar! All of that can be done in the mobile app as well!

\*\* If you need any assistance with Planning Center Services please reach out to your team lead or scheduler :)