

SERVE TEAM ADMIN

Roles + Responsibilities

- Schedule serve team for Sunday morning (Fort Worth and last Wednesday of the month Prayer Nights)
- Maintain schedule throughout the month and fill gaps in serve requests
- Schedule serve team for events (MC Conference, Marked Conference, Justice Run etc)
- Steward onboard process during application seasons in the People tab of PCO (Jan + Jun)

Monthly Forecast

Week 01

- Send out Preferences Template for the upcoming month (i.e. if we're in June, the Preferences Template will be sent out for people to set preferences/blockouts for July)
- Send out Upcoming Events for the current month for volunteers to sign up

Week 02

- Schedule serve team for the upcoming month and submit requests by Friday
- Remind Media Team Slack of requests for other upcoming events

Week 03

- Update registrations for All Serve Meeting for the upcoming month

Week 04

- Remind Media Team slack of All Serve Meeting

Weekly

- Check schedule in PCO for the following Sunday to update any requests or fill gaps

Preferences Template:

 Hey everyone @channel!!! 

It's the first week of the month! This means it's time to update your preferences for ALL of AUGUST in each of your serve areas by "CHOOSING WEEKS". (The option at the very bottom of the pull down menu).

We are moving towards a more effective way of scheduling for all serve teams at Mercy Culture!

We will be using PREFERENCES within our Services app for you to let us know when you'd like to serve.

 [How to set preference video click here.](#)

 [How to set preferences document click here.](#)

Please update your serve preferences *before* the Second Tuesday of *this month* for the month of August. Teams will begin scheduling on the Second Tuesday of every month for the following month.

You have the ability to add "blockout dates" so you will not be scheduled for the dates you're out of town, on vacation, sabbathing, have family in town, etc!

★ Please remember we ask parents of a child 11 years or younger to serve one Sunday, once a month in MC Kids. Pick one week for MC Kids and if you haven't been trained yet, please register for our next training on March 12th, [here](#).

★ If you need any tags removed, please message me. If you serve on a team you don't see added, please message me.

Upcoming Events Template:

   APRIL EVENTS REMINDER   

If you can help at any of these events coming up can you please reply in the thread here?

Thanks!! @channel

DATE | EVENT | TIME

Needed:

Time Requested:

EXAMPLE:

  **April 26 | Prayer Night | 7p-8p**

Needed: Photographer, Photo Editor, Videographer, Video Editor

Time Requested: 6:45-end

REMINDER: These are great LOW PRESSURE ways to get better at skills. So if you've been wanting to learn something but haven't been trained on a Sunday you're empowered during this time to hop in!

All-Serve Registration Reminder Template:

~~JUL 17 All-Serve Meeting JUL 17~~

~~Hey guys! Our next mandatory all-serve meeting is coming up on June 1 at 6:30 in the North Wing! Can't wait to see you all there. 🎉
Registration is now open. Please be sure to register so we can get a proper head count for food! *If you cannot make it to the meeting please reach out to your oversight to let them know why.* 🙄
[Click here to register for the meeting.](#)~~

Sunday Schedule is Live Template:

⚡ The Sunday schedule for June is live! ⚡

Please respond to all requests within 72 hours.

If you were placed on the schedule but decline the request, please *find your own replacement* for that day.

Please reach out to with any questions! @channel

Reminder of Events Template:

🎯🎯🎯 JUNE EVENTS REMINDER 🎯🎯🎯

If you can help at any of these events coming up can you please reply in the thread here? Thanks!! @channel

DATE | EVENTS | TIME

Needed: Photographer, Photo Editor, Videographer, Video Editor, Camera Ops (Production)

Time Requested: Sunday: 3:30-8p, Monday 8a-4:30p (Shifts will also be an option for Monday with enough volunteers)

SCHEDULING IN PCO

Sunday Morning

1. Navigate to PCO website and login [www.planningcenter.com]
2. Click home in the top left corner then services
3. From the Services tab, click Plans then select the last week previously scheduled
4. Click 'Add Plans'
5. Copy template from the previous week [MC Comms 2023]
6. Fill in the schedule
7. Click email at the top of the schedule
8. Add time for 11:30 service
9. Click next then send emails

Wednesday Prayer Night

1. Navigate to PCO website
2. Go to MC Fort Worth > Midweek > Prayer Night > Media Team
3. From the Services tab, hover over Plans then select the last week previously scheduled
4. Click '+' in the top left corner'
5. Copy times from the previous week and under templates select 'Media | Standard v3'
6. Click Add 1
7. Fill in the schedule
 - Click 'Needed' in the position you're scheduling
 - From the right sidebar, select the individual(s) then click Add 1
 - Repeat for the 11:30 table
8. Click email at the top of the schedule
9. Click next then send emails

Waco Serve Team

1. Navigate to PCO website
2. Go to MC Fort Worth > Sunday > Waco Serve Team
3. From the Services tab, click Plans then select the last week previously scheduled
4. Click 'Add Plans'
5. Copy template from the previous week [MC Comms 2023]
6. Fill in the schedule
7. Click email at the top of the schedule
8. Add time for 11:30 service
9. Click next then send emails

A Team Photo Capture Team

- Jessica Wiggins
- Melissa Pena
- Erin Stetson
- Julianne Wilson (on maternity leave right now)

A Team Video Capture Team

- Edgar Termini
- Jesse Barrios
- Mercedes Whitsett

Notes:

- Gabriel Craig should be scheduled every week for video editing. He will accept and decline as his schedule with Let Us Worship permits
- Beginning July 9, new onboards will begin shadowing on Sundays
- Schedule each onboard in the same shadow position twice and then downshift with who they are shadowing to see if they need to continue to shadow or are cleared to be placed on the schedule for that position
- Ideally we want to rotate all the onboards shadowing in all positions before they're on their own on a Sunday. This should take about 10 weeks (three months)
- New onboards are also encouraged to help steward other events to grow in experience as well outside of Sunday
- Refer to Elias Rameno via Slack to schedule designers. Justine is no longer on staff, Bosa will be out for an undetermined amount of time so the cadence for designers may be changing
- Jazmin R can only serve design 9:00 and Kyle only serves the 11:30
- Jazmin R, Troy and Celi will be rotating in to shadow photo
- Zion has been rotating in to shadow design
- Alfonso has been rotating in to shadow video editing (needs to be scheduled one more time to shadow)
- Mark and Joy should alternate weeks for Comms Coordinator through the end of the summer
- Tessa is only in the PCO for EVENTS