

Overview of Caring Documentation

The Minister for Community Care is responsible for all caring documentation in Planning Center Online (PCO).

General guidelines for notes in PCO

- Document the basic, “need to know” information. Keep notes succinct.
- Write for a future audience *that is not you*. Don’t make assumptions that the reader of the note knows what you know about the person. (e.g. the name of the person’s spouse)
- Caring Notes and Pastoral Notes can also be used to document verbatim encounters with congregants (e.g. an email setting a boundary)

All notes are created in the People module of PCO: <https://people.planningcenteronline.com/>

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