

Events & Calendaring

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Guiding Principles for Events and Calendaring

Foothills uses PCO Calendar (known from here on our as Calendar) as our only calendaring system. All church events irrespective of location (online, offsite, onsite, rental, staff or group) should be represented on Calendar.

Consult PCO Calendar Documentation for questions related to how to use Calendar. Access documentation via link: <https://pcocalendar.zendesk.com/>

Accessing the Calendar

- **For Staff:** All staff members have access to the Calendar, which encompasses all event details (<https://calendar.planningcenteronline.com/events>)
- **For Lay Leaders and Community Members:** Access to the Calendar is available through Church Center on the Foothills website (foothillsuu.org/events) or via the Church Center app. This view includes only public events labeled for visibility on Church Center.
- Additionally, **Groups Leaders** use PCO Groups to Manage Their Own Internal Calendars

Guiding Principles

To ensure effective and efficient event management and calendaring within our church community, the following principles have been established. These guidelines aim to provide clarity, accessibility, and a comprehensive understanding of all church-related events.

1. Calendar is the Hub

- **Comprehensive Information:** PCO Calendar (known as simply Calendar) is the central repository for all event-related information. It should contain detailed event descriptions, including the organizer, affiliated group, registration details, and location specifics. This ensures that all necessary information is readily available in one place.
- **No External Searching Required:** Individuals looking for event information should not have to consult multiple sources. The Calendar will serve as the definitive resource for all inquiries.
 - *This can include uploading relevant files related to the event.*

2. ChurchCenter as the Public Events Calendar

- **One-Stop Shop for Events:** ChurchCenter, accessible via the website or app, is the public-facing calendar for all church events. It should reflect the most current promotional

materials and event details.

- **Visibility Criteria:** While the majority of church events will be visible on ChurchCenter, certain events such as staff meetings will remain internal and not listed publicly.

3. Registration Pages

- **Use for Key Events:** Registration pages are utilized for featured events and church-wide initiatives. They serve as a means to manage attendance and provide detailed information to prospective attendees.
- **Integration with Calendar:** These pages should be directly linked to or created from the Calendar to ensure consistency and ease of access.

4. Calendar as the First Stop

- **Initial Event Creation:** The process of organizing an event begins with the Calendar. Upon creating an event, organizers can easily establish connections for check-ins, registration pages, and website publication through ChurchCenter.
- **Efficiency in Planning:** This principle ensures a streamlined approach to event planning, reducing the need for multiple steps and simplifying the promotion process.

5. Mandatory Attendance Tracking

- **Importance of Attendance:** Tracking attendance at all events, whether through groups or check-ins, is crucial. This helps in understanding community engagement and the reach of our programs.
- **Community Insight:** Attendance data provides valuable insights into participation trends, helping to guide future event planning and community outreach efforts.

6. Standardized Naming Practices

- **Clarity and Consistency:** Events should adhere to standardized naming conventions to ensure clarity and ease of identification. This includes clear descriptions, timeframes, and organizer information.
- **Accessibility:** Standardized names make it easier for community members to find and understand events, enhancing overall participation

Event Requirements

Every event entered into the Calendar must include the following mandatory information:

Required Information	Description
Event Name (aka Public Facing Event Name)	Title of the event, suitable for public viewing. See: Event Naming Guidelines.
Event Owner (aka Staff Lead)	Designated primary contact for the event, who will receive communications. Must have Calendar permissions.
Date	Scheduled date(s) for the event.
Start Time / End Time	Commencement and conclusion times, including repetition details if applicable.
Repeat	Instructions if the event recurs.
Location	In-person or virtual location description, visible on the event listing and kiosks.
Summary	Brief overview of the event for public engagement, useful for iCal feeds or kiosk displays.
Church Center Visibility	Options to publish, feature, or keep the event unpublished on Church Center. see Events Visible on ChurchCenter.
Tags	Required selection from each group: Department, Event Type, Location. Details in the tags section.
Rooms & Resources	Details on rooms and resources allocated for the event.
Notes	Internal information, must include a point of contact for the event. For lay events this means: name, phone and email.
Connections	If the event is connected to a Group, A Worship Service, A Registration, it must be linked. Read more about connections.

Optional Information	Description
Setup Time / Teardown	Time allocated before and after the event for preparation and cleanup.
Event Managers	Additional staff members designated to receive updates about the event.

For Events Visible on ChurchCenter

Events visible on ChurchCenter (referred to as "ChurchCenter events") must include the following additional information:

Requirement	Description
Registration URL	Link to an internal or external registration page for the event. This could be a link to the PCO Group Event or a Registration page.
Description	Detailed, rich-text overview of the event for public viewing on Church Center.
Image	A representative image for the event to be displayed on Church Center.

Event Naming Guidelines

1. **Clear and Descriptive:** Use names that clearly describe the event or its purpose, ensuring it is understandable to someone not familiar with the specific group or activity.
2. **Avoid Abbreviations and Jargon**
3. **Standardize Date and Time Format:** For events occurring at specific times, include the day of the week and time, using a standard format (e.g., "Tues. 10am").

Formulas for Specific Event Types

Small Groups

This include Journey Groups, Gather Groups Wellspring groups and any small group that has more than one group connected.

“ **Formula:** Name of Small Group Type - Start Time (Leaders' Last Names)
ex. Journey Group - Tues. 10am (Leaders: Hazlitt & Miles)
ex. Wellspring Sources - Thursday 6:30pm (Leaders: Harder and Ferguson)

Note: When creating PCO Groups for small groups use the same naming convention.

This formula ensures that participants know the type of group, when it meets, and who leads it, providing all necessary information at a glance.

Memorials

- **Formula:** Memorial for [Name of the Deceased] or [Name of the Deceased]'s Celebration of Life
- **Example:** Memorial for Anna Jane Norris or Anna Jane Norris's Celebration of Life

Unless specifically instructed by the family avoid using the word Funeral.

Event Tags

Event Tags are essential for organizing events based on common purposes, such as campus, department, or event type. They allow for efficient filtering on both the Admin Calendar and Church Center Calendar pages. Tags should be assigned to every event to facilitate easy navigation and organization.

Editing Tags: Tags can be modified at [Planning Center Online Tags](#).

Event Event must have a tag from: Department, Event Type, and Location to ensure comprehensive categorization.

Tags with a * indicate the tag can be used to filter events on ChurchCenter.

Events highlighted in yellow are seemingly redundant and should be considered for removal.

Department Tags

Tag	Description
Spiritual Practices*	Events focused on spiritual development and practices.
Serving & Justice*	Events centered around service and justice initiatives.
Small Groups*	Gatherings for small group discussions or activities.
Family Ministry*	Events designed for families and youth engagement.
Newcomers*	Welcoming events for new church members or visitors.
Spiritual Formation*	Educational and growth-oriented events for adults.
Worship*	Services and events focused on worship.
Music*	Events featuring musical performances or participation.
Governance & Board*	Meetings or events related to church governance.
Community Care & Support*	Support groups, counseling sessions, and similar gatherings.
Serving Teams*	Events or meetings for specific volunteer teams.

Tag	Description
Staff Team	Internal events for church staff members.
Rites of Passage	Events marking significant life milestones (weddings, funerals).
Affinity & Connection	Events and gatherings that are primarily social or affinity based
Sexuality Education	For any Our Whole Lives groups or classes.
Rental	Private events hosted in the church's facilities.
Rental: Community Partner Event	Events hosted in partnership with a Foothills community partner.
Renter: Playcrafters	Events hosted by the Playcrafters group.
Renter: Center for Spiritual Living	Events hosted by the Center for Spiritual Living.

Location Tags

Tag	Description
Onsite*	Events held at the church's physical facilities.
Online*	Events conducted online.
Offsite	Events located away from the church premises.

Set Up Tags

Tag	Description
No Set Up Needed	Event can use room without any setup
Self-Set Up	Group will set up and take down for event
Staff Set Up	Staff will set up event

Individual Tags

Tag	Description
Memorial*	Events commemorating the life of a deceased individual.
Holidays*	Church or public holidays and observances.
Wellspring	Events related to the Wellspring spiritual program.
Journey Groups	Small group meetings for spiritual or personal growth.

These tags ensure that all events are properly categorized, making it easier for both staff and congregants to find and engage with events that interest them.

Using Calendar Effectively

Making "Connections" in Events

Each Planning Center product handles events differently. Events in Calendar can be connected to:

PRODUCT	CONNECTION
Groups	An individual group
Groups	A specific group event*
Registrations	A signup
Services	The Service Type where the plan is located
Check-Ins	An event

Connections do **not** sync. Any changes made in one app within PCO must be made in the connected products. Adding a connection to an event allows staff to easily see who is connected to an event, and see if there is anything missing from the event.

*The connection of a specific group event to a event in calendar occurs through the Calendar Forms.

Calendar Templates

To streamline the event creation process, Calendar Templates can be utilized to quickly apply rooms, resources, and tags to events, ensuring consistency and efficiency in event planning.

Templates can be edited in Calendar: https://calendar.planningcenteronline.com/event_templates.

Review a list of [Event Templates](#).

Event Template Emails

Event Templates

Template Name	Variants / Rooms	Description / Setup	Resources
Offsite Event		Event that takes place both not on Foothills campus or online	
Online Event		Event that takes place in a zoom room	
Workshop or Meeting w/ Meal	<ol style="list-style-type: none"> 1. Room 222/223 2. Unity Hall 3. Community Wing Basement 	<p>Workshop or meeting setup with people sitting at round tables seating under 36 people, with food.</p> <p>Setup: Round tables with 6-8 chairs at each, table for supplies, table for a chalice</p>	<p>chalice, led candle, small table for chalice, nametags, pens, whiteboard, TV cart with hookups, table for supplies, tea service, KN95 masks, hand sanitizer, tissues food ordered by staff</p>
Large Meeting/Workshop	<ol style="list-style-type: none"> 1. Unity Hall 2. New Basement 	<p>Large meeting of 36-100 people, presented at the front of rows of chairs.</p> <p>Setup: Chairs in rows, table for supplies, table for a chalice. Microphone for amplification.</p>	<p>chalice, led candle, small altar table, nametags, pens, whiteboard, TV cart with hookups or projection capability, table for supplies, water, tea service, KN95 masks, hand sanitizer, tissues</p> <p>Microphone/Speaker</p>
Small Group Meeting (no Tech)	<ol style="list-style-type: none"> 1. 221 2. 224 3. 225 	<p>Small group meeting room for 12 or less. No online participants or technology provided.</p> <p>Setup: chairs in a circle with low round table in center, table for supplies</p>	<p>chalice, led candle, nametags, pens, whiteboard, water, tea service, KN95 masks, hand sanitizer, tissues</p>
Small Group Meeting (w/ Meeting Owl)	<ol style="list-style-type: none"> 1. 221 2. 224 3. 225 	<p>Small group meeting room for 12 or less with meeting OWL for online participation.</p> <p>Setup: chairs in a circle with low round table in center with meeting OWL, table for supplies</p>	<p>chalice, led candle, nametags, pens, whiteboard, water, tea service, KN95 masks, hand sanitizer, tissues, meeting OWL, TV Cart.</p>

Template Name	Variants / Rooms	Description / Setup	Resources
Small Group Meeting (w/ TV Cart)	<ol style="list-style-type: none"> 1. 221 2. 224 3. 225 	<p>Small group meeting room for 12 or less with TV Cart.</p> <p>Setup: chairs in a circle with low round table in center with, table for supplies and TV cart</p>	<p>chalice, led candle, nametags, pens, whiteboard , water, tea service, KN95 masks, hand sanitizer, tissues, TV Cart.</p>
Children's Choir Rehearsal	<ol style="list-style-type: none"> 1. 222/223 2. New Basement 	<p>Setup: Chairs in rows, electric piano, music stand</p>	<p>nametags, water, tea service, KN95 masks, hand sanitizer, tissues</p>
Small Kids Workshop (Small OWL Group, True You)	<ol style="list-style-type: none"> 1. 111/112 2. 116 3. 117 4. Community Wing Basement 	<p>Flexible setup for ~16 people.</p> <p>Setup: Chairs in a circle with low table for chalice in the center, table for supplies</p>	<p>chalice, led candle, small altar table, nametags, pens, whiteboard, TV cart with hookups, table for supplies, water, tea service, KN95 masks, hand sanitizer, tissues</p>
Vespers Setup			
Adult Choir Setup			
Sunday Worship Setup			