

# 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](https://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

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