LCPC Calendar Procedures and Policies

Annual Calendar Procedure and Deadlines:
Planning for September-August

1. Create/Update "Base" Calendar

By May 1, Shelby Calendar will be updated by Staff with as many relevant and recurring dates input as possible for the upcoming year.

2. Add Events

By June 1, Teams complete annual planning and submit tentative dates via Shelby (or in writing to Nancy Thomas, Office Manager). In planning, teams should take note of holidays or other conflicts and plan around them. Teams should also review their team meeting schedule for the year and reschedule/cancel meetings to avoid conflicts such as holidays.
Pastor and Staff add dates for annual events, meetings, etc. not already on the Base calendar. Dates are "penciled in" until the final calendar is approved.

3. Calendar Reviewed.

Between June 1 and June 30, Teams and Staff will review the calendar and note any conflicts for requested dates, planning issues, such as too many back to back activities, recurring events on holidays, etc. Revisions will be made accordingly. In the event of date conflicts, Team Leaders should discuss and attempt to resolve. If that is not possible, final scheduling will be at the discretion of the Senior Pastor and Office Manager.

4. Annual Calendar Finalized.

By July 1, scheduling conflicts are discussed and resolved and Calendar finalized.

5. Topics and Themes Added.

As soon as planned/confirmed, specifics are added to calendar regarding Sermon series topics, who is preaching, Children's/Youth ministry topics, VBS theme, etc.

Planning for March-February

Steps 1-4 will be repeated after 6 months, starting in November. Deadlines will be as followed:
1. Base Calendar updated by November 1.
2. Events added by teams by December 1.
3. Calendar reviewed between December 1-31.
4. Annual calendar finalized by January 1.

Other Deadlines:

1. By January 31, Shelby permissions will be changed to reflect the installation of new Elders and Deacons.
2. By March 31, Shelby permissions will be changed to reflect any changes in Team Leaders.

Note: Staff will continue with its current practice of reviewing calendar bi-weekly.

General Policies:

- If your event is not in the Shelby Calendar, your event may be rescheduled or moved to a different space. Events that are in the calendar have priority over other events, although final scheduling is at the discretion of the Senior Pastor and Office Manager.

- Team meetings and events should not be scheduled during regular worship services or during PEAK.

- Rescheduling is to be avoided if at all possible. If rescheduling is necessary, as soon as you have decided to reschedule, propose a new event or email Nancy to ask her to edit the standing event. Only Nancy (or current Office Manager) has permission to edit events on Shelby. When events are edited, the person who created the event will also be automatically notified.

- Plan realistically. Do not schedule more events that your team can reasonably handle. Once the event is on the calendar, it should not be taken off of the calendar unless unforeseen circumstances arise, or in the case of a standing team meeting, it is determined that there is no pending business requiring a meeting. If a team meeting or other event is canceled, it is important to notify Nancy so she can delete it from the Shelby calendar.

- If you are putting a date on the calendar to reserve it, but have not fully committed to the event, note that it is tentative in the description or title, and do not make the event public until it is confirmed. This designation should be used sparingly, to avoid making the calendar too cluttered with potential events.

- “Properties” are tags which allow events to be filtered by certain categories. Tag your event with as many properties as are applicable, but do not use properties that do not apply. For example, a Children’s Ministries event might be tagged with “Children’s Ministry” and “Public.” PEAK has “Children’s Ministry”, “Adult Ministries”, “Student Ministries” and “Public.” A team meeting only needs to be tagged with “Team Meeting” or, if a closed team, “Closed Team Meeting” (which will prevent it from showing on the public calendar). To select multiple properties, hold the command key (on Macs) or control key (for Windows) and click on the various properties.

- If you would like your event to be on the public calendar (which church attendees can see through their Shelby app/profile and on the website), tag your event with the property “Public.” This should be reserved for events that the general public are invited to/should know about (e.g. concerts, Fellowship Events, PEAK, Sunday services, etc.)

- Open team meetings are considered public events. If you are not a closed team (e.g. CFC, Executive, etc.), please tag your team meetings with “Team Meeting” and be open to new people coming to team meetings and/or joining your team. This is part of why it is important to have accurate information on the calendar.

How to Add an Event:

- All team leaders will be able to "request" events--this does not mean an event is scheduled. Nancy is in control of approving events. As long as your event does not have any major conflicts with other events on the calendar, it should be approved. Nancy will contact you if there are any problems with your event.

- To begin, click "Add Event" on the upper bar of the calendar. Then title your event and choose the date and time your event will take place. If the event is recurring (like a monthly team meeting,) set when the event will recur.

- Give a brief description of your event in the description box.

- Tag the properties of your event (see above for how to use properties.)

- If childcare, tech assistance, vehicles, or the kitchen are needed for your meeting/event, click on the boxes that indicate those needs. The Director of Children's Ministry (for childcare), Nancy (for tech or kitchen), or Pat Chambers, Director Center for Children (for vans or kitchen) will be notified of those needs and will either approve or deny your request. Requesting one of these services does not mean that the service will be provided. This is intended to let the people in charge of those areas know about your wishes when an event is planned, so that services such as childcare or van use are not requested at the last minute. It does not guarantee their availability.

- Please also enter a contact person for your event/meeting. The general "People" field is not necessary to fill out.

- Please select which room(s) your event will be using. If the room you desire is occupied during your event, Nancy may be able to switch rooms, but priority will be given to the event that was scheduled first. We are not currently using room set-ups or equipment requests, but we may in the future. If the event is via Zoom, note that so Nancy will know that a room is not required.

- Click "Save" once the details of your event are complete!