



Scheduling and Communication

Scheduling

- Please Download the **Church Center App**
- Once you have been placed on a team, we will upload your information into our scheduling system.
- You might receive an email from us asking you to download an app called "Planning Center Services". You do NOT need to download the app.
- When you are scheduled for your rotation you will be notified through the Church Center App. Click "accept" to say you will be there. If you are not able to serve on your scheduled Sunday, click "More..." and then "decline" and enter a reason for your absence.
- If you know in advance when you will be out of town, in the Church Center App you can block out future days. Simply click on "Me", click "actions", and click "add blackout". Then follow the prompt to select the dates you know you will be gone.
- If an emergency arises and you need to call out the week of, simply text Karina directly at **805-766-1717** ASAP (before Saturday if possible so Karina has time to find you a sub).

Communication

- Please download the **Group Me** app.
- All throughout the semester there are multiple announcements that need to be made to all kids ministry volunteers for special events, changes to curriculum, and more. We communicate through Group Me since most people don't check their emails and it is not possible to send a group text to over a hundred people through SMS.
- You will be on two thread
 1. Rvta Kids Ministry - Please DO NOT reply to this thread, simply click the heart next to the message.
 2. Your specific team - You are welcome to respond to messages on this thread.
- If you would like to text Anna or Karina directly:
Anna (cell) 805-200-6410
Karina (cell) 805-766-1717