

Servants Heart - Get started

Send this back and we'll build your church for you.

WHAT HAPPENS NEXT

1. Fill in section 1 and email this file to hello@servantsheart.app
2. We create your church and load anything you sent in section 2.
3. Your admin gets a login (invite email or temporary password - your pick).
4. Your admin opens Members > Join Code, prints the QR code, and the rest of the team signs themselves up. You never type in a whole roster.

1. REQUIRED - we can't create your church without these

All five are needed before we can set you up. Takes about two minutes.

Church name

Exactly how you want it to appear in the app.

Time zone

e.g. Central (America/Chicago). Service times are scheduled in this zone.

Admin full name

The first person who gets full access to run the church.

Admin email

Must NOT already have a Servants Heart account. This becomes the login.

Preferred sign-in setup (tick one)

Send me an invite email

You click a link and set your own password.

Give me a temporary password

We send one you change on first login.

HOW TO RETURN THIS

Email the completed form to hello@servantsheart.app

Subject: Servants Heart - new church setup

Only section 1 is required. Send it back even if section 2 is blank - we can add the optional pieces later, or your team can add them in the app.

2. OPTIONAL - makes your first day look real

Skip any of this and your church still gets created. Anything you do send, we load for you so day one already looks like your church.

Sunday order of service

Your typical Sunday, top to bottom, with how long each part runs.

Block Type must be one of: Pre-Service, Countdown Video, Opener, Praise & Worship, Transition + Welcome Video, Welcome, Offering + Announcements, Sermon, Communion, Altar Call, Dismiss, Custom.

Order #	Block Type	Title	Duration (mNtes	Lighting Cue	Tech Notes

Serving positions

Every position people can be scheduled for. Category just groups them in the app.

Position Name	Category

Team members

Staff and key volunteers only - you do NOT need your whole roster.

Role must be Planner, Volunteer or Member.

Full Name	Email	Role	Positions They Fill

Songs

Your most-used songs. Key is the one you normally play it in. CCLI # if you have it.

[illegible]

Done? Email this form to hello@servantsheart.app

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