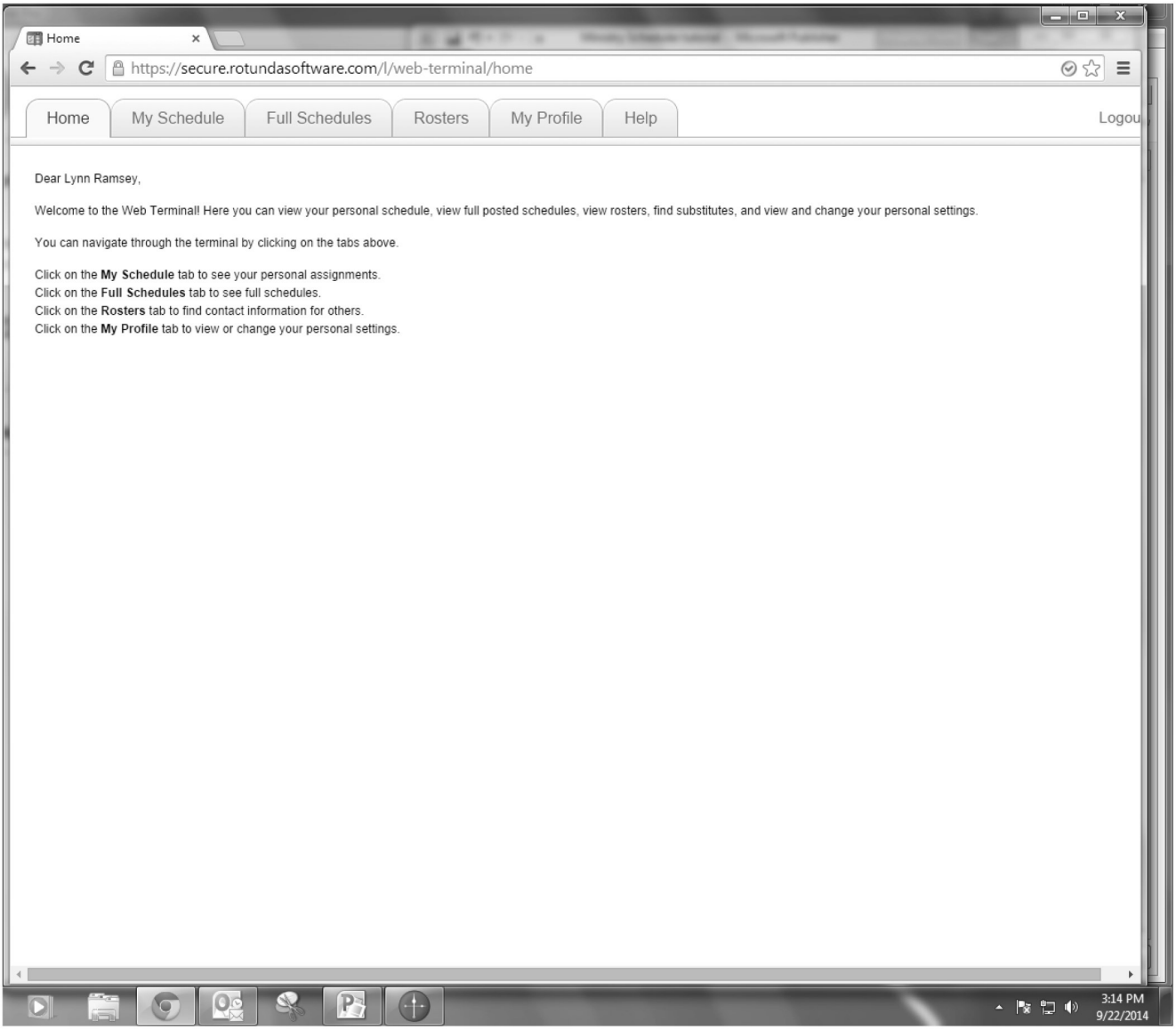
How to use Ministry Scheduler

Soon you'll receive an email from [redacted] that will have a link and your logon parameters. You'll click on the link and get this window:

Click "Login."

You'll get to this window, the Home page.



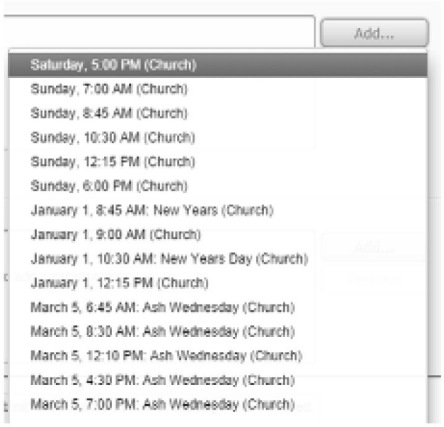
You'll note the tabs for My Schedules, Full Schedules, Rosters, My Profile and Help. I'll go through what information is in each.

My Profile

The My Profile tab may be among the last things on the page, but it's the first place of importance for you. It is here that you make changes as it relates to which Mass times you wish to serve and what dates you will be unavailable. **When you are done with any changes, hit "Submit" at the bottom of the page**.

General Information is where your basic information—phone numbers, email, address, email—is located. Make sure you keep this information current.

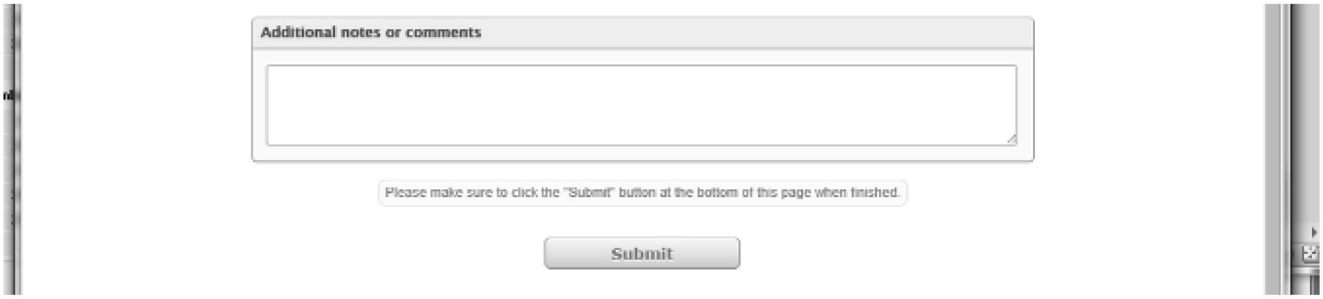
Ministries and Scheduling is where you would select the Mass times (**Service preferences**) and unavailable times. To add a service time, select "Add," then select the Mass times you are available.



To add a time that you are unavailable, go to **Unavailable dates/times**, then click "Add."

You can select a date range, a specific date, for a specific Mass time or a specific week out of the month. Say, for example, you have a dance recital every month on the third Sunday of that month. You can select that.

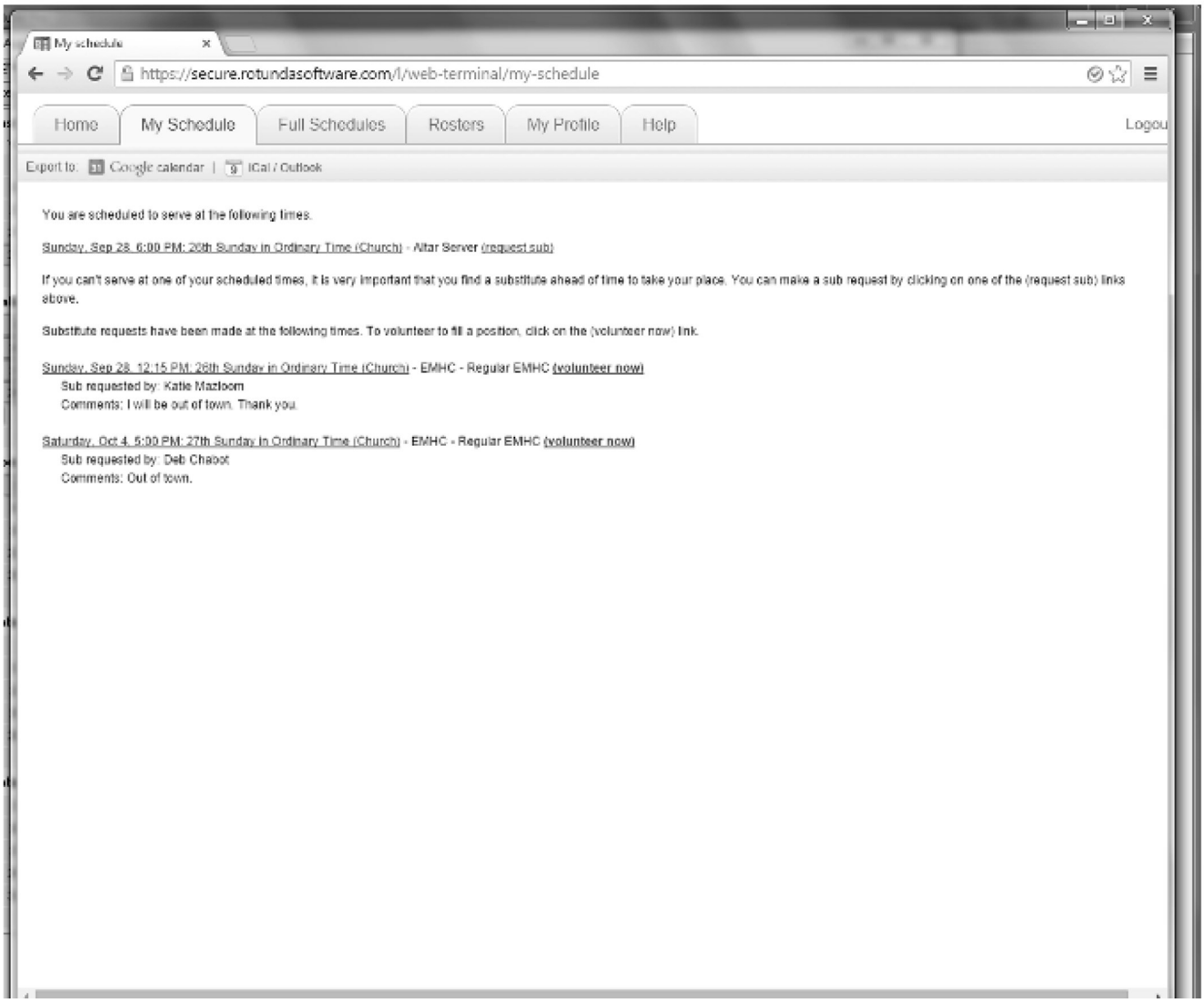
Additional notes and comments can be added by you. However, this is not the place to list your unavailable dates. Use the "Unavailable dates/times" space for this.



My Schedule tab

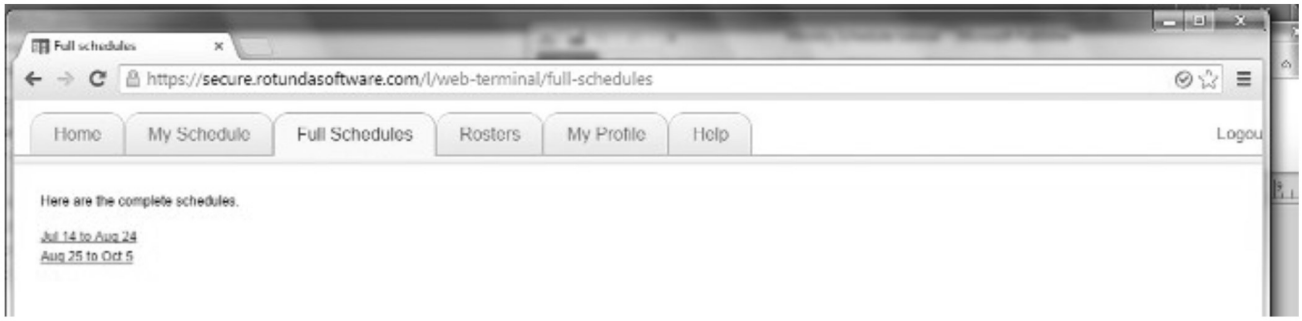
You'll use the My Schedule tab to access the dates that you are scheduled. The dates and times you are scheduled will be listed at the top.

If there are open spots that match your profile, then they'll be listed below. You can click "Volunteer Now." It's up to the Ministry leaders as to whether they'll be automatically set or have to be manually approved.

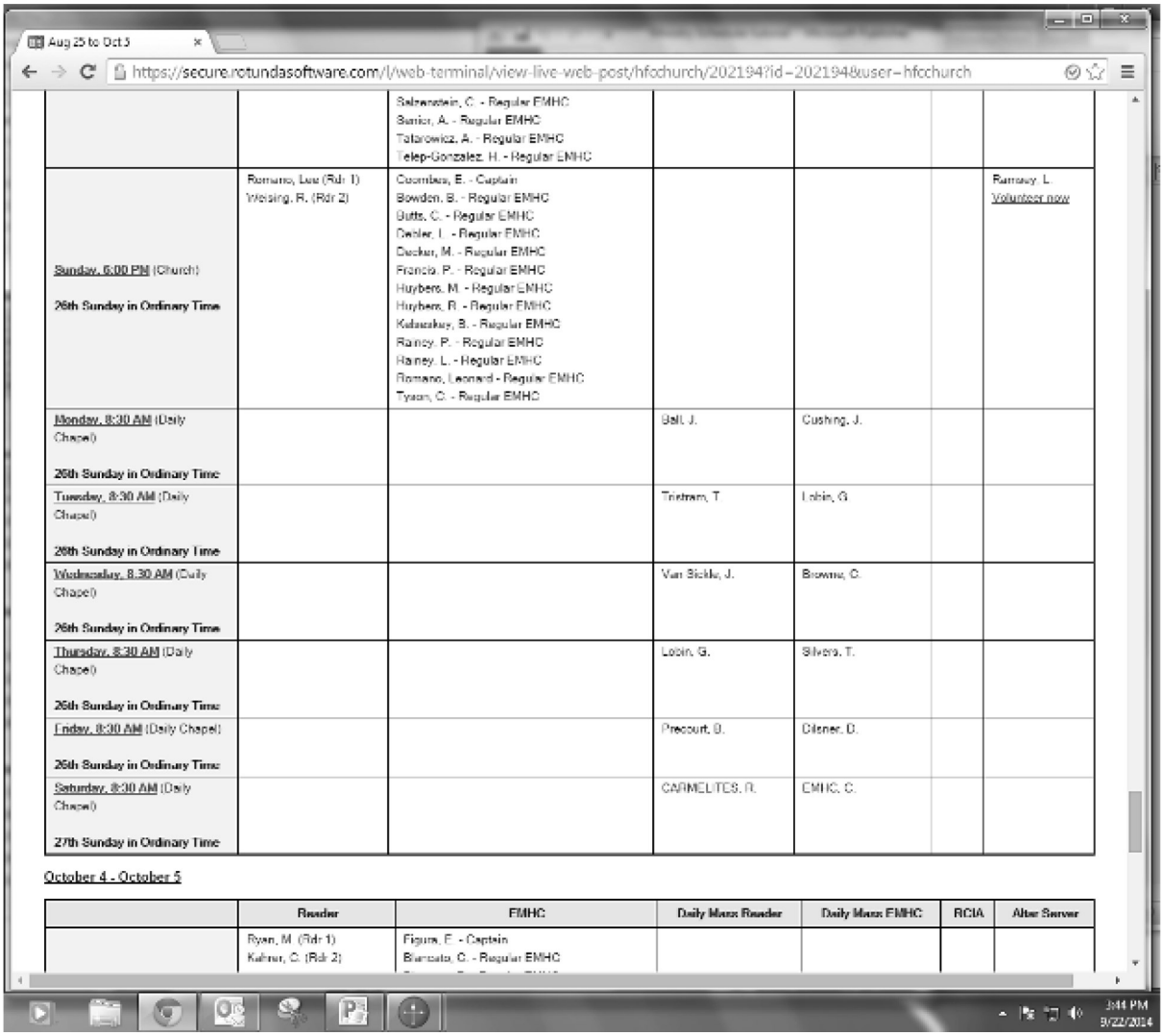


Full Schedules

This page lists all the Live schedules available. Click on one to open it.

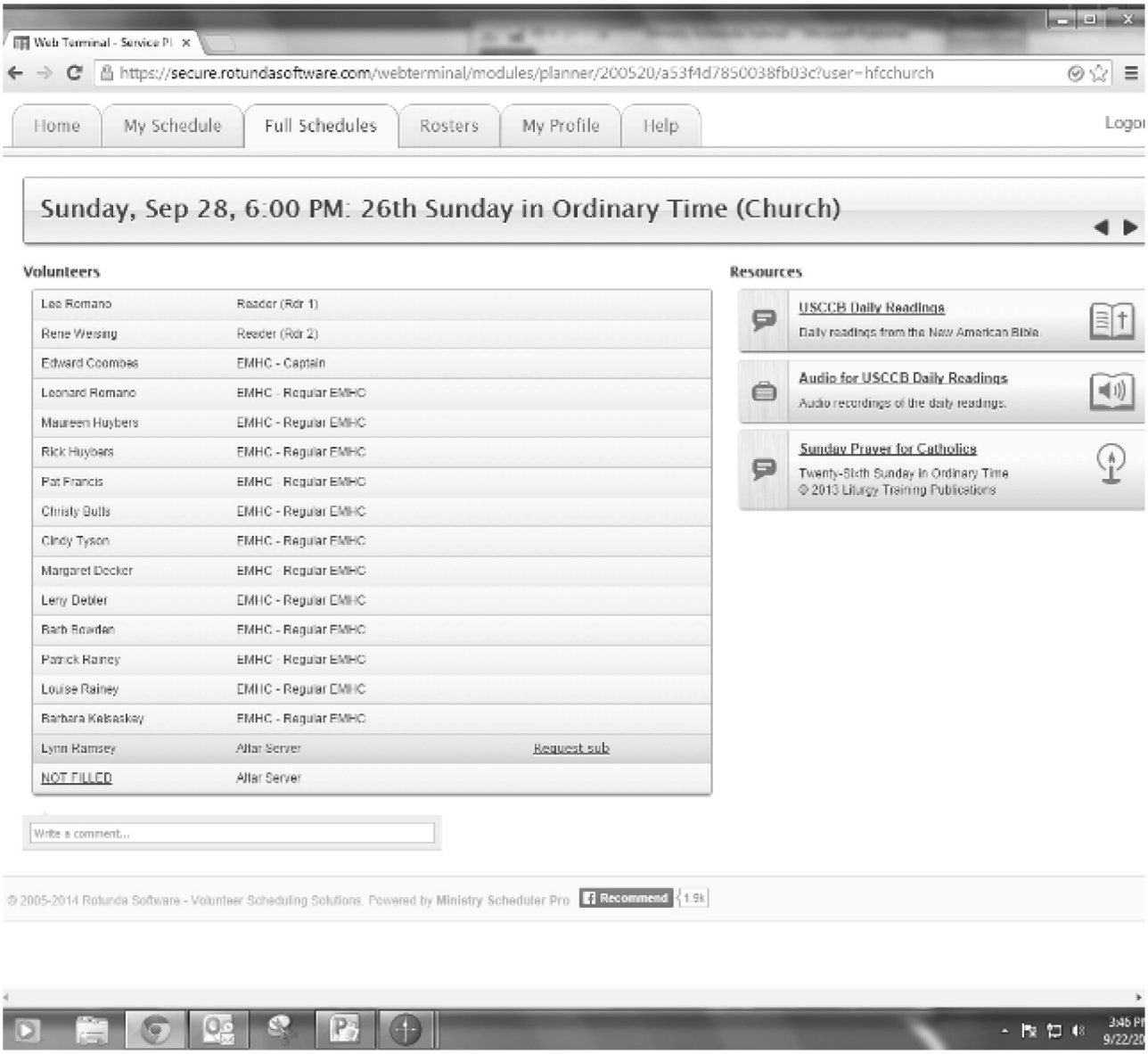


Clicking into the Aug 24 to Oct 5 schedule brings up the full schedule by Mass. Clicking on the link for each Mass will show you each specific Mass full-screen. As you see in our example, there is an open altar server spot. You would click this spot to volunteer for the spot.

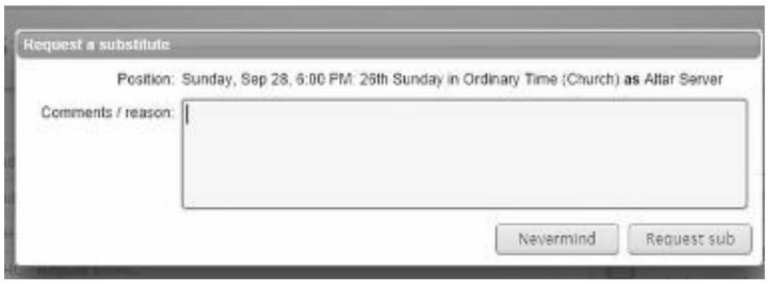


Ministry Scheduler will contain the official schedule. Subs need to be requested through the Ministry Scheduler protocol so the official schedule can be updated.

This page comes up when you click on the Mass time from the full schedule. It allows you to volunteer for open spots.

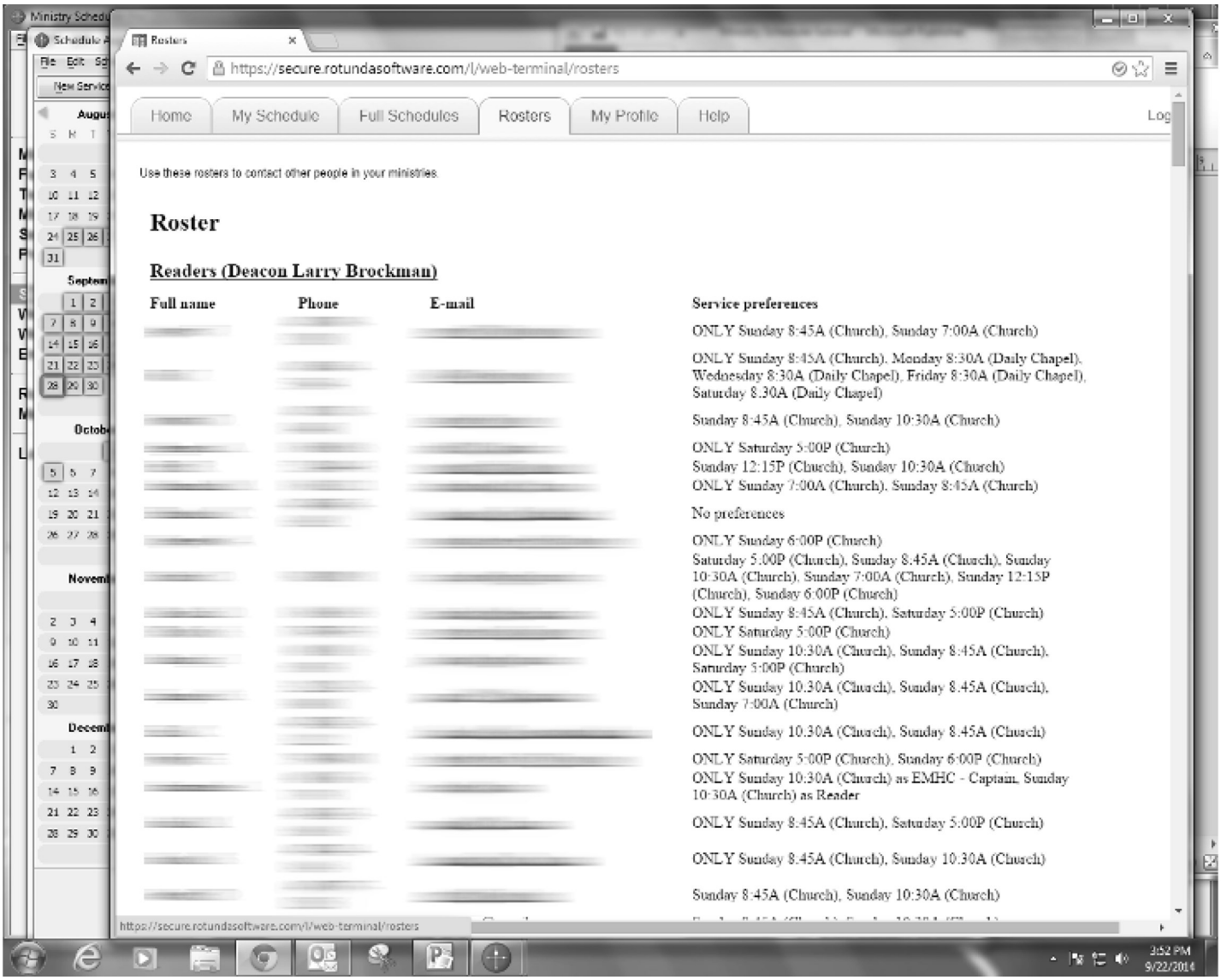


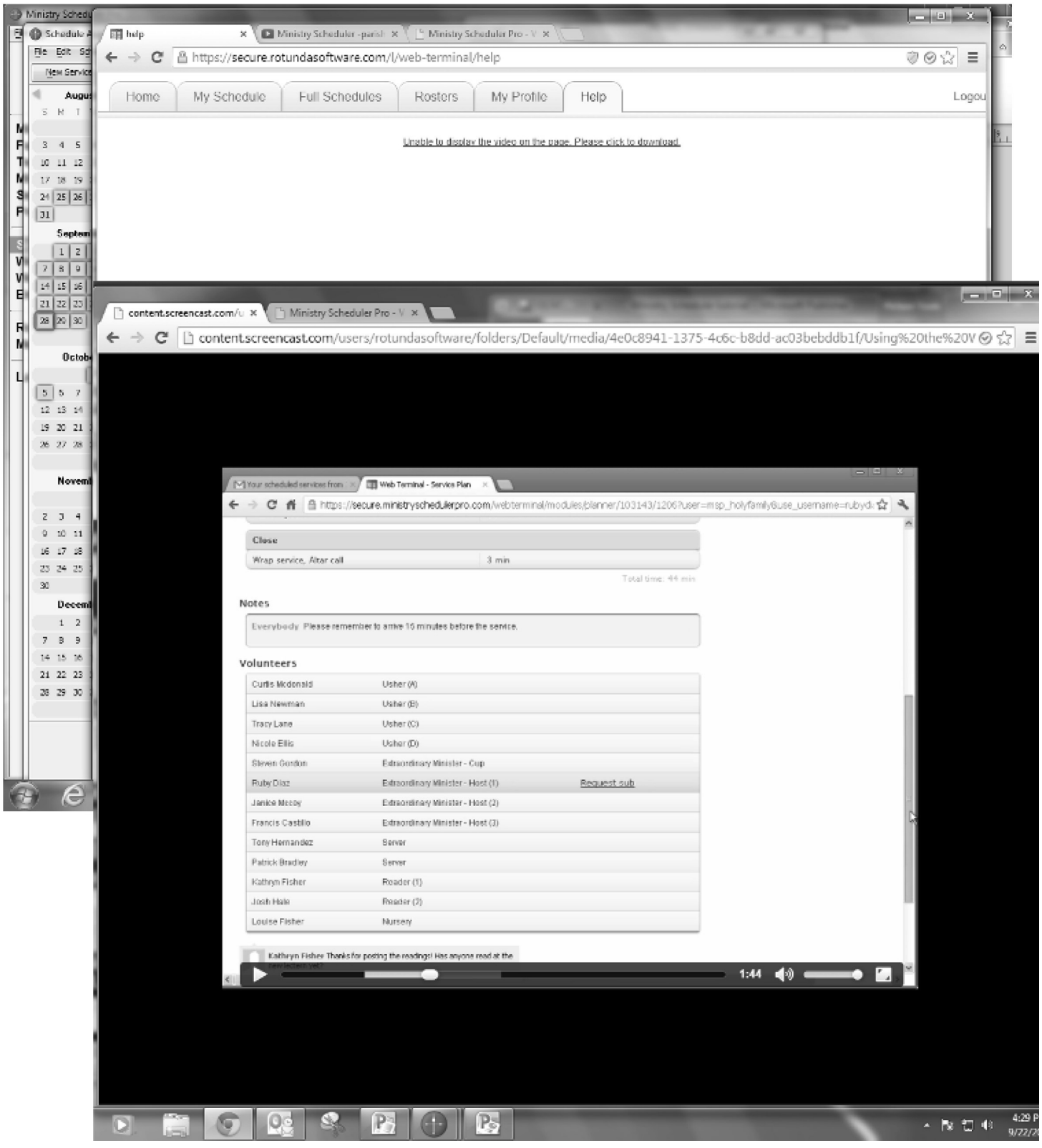
It also allows you to request a sub. Click "request sub," and this window comes up. Input your comments, and click "request sub." This will send an email to all the qualified altar servers. Note that the spot is not filled until someone replies, meaning that you are still responsible for the spot until a substitute volunteers to take the spot.



Rosters

The Roster tab contains what the name implies: rosters of the ministries for which you are qualified. You have access to email and phone number for each minister. It's good to call someone when you're seeking a replacement, but you still need to go through the appropriate methods for officially seeking a sub.



Help

The Help page contains a link to a How-To video on using the Web Terminal of Ministry Scheduler. There are other videos on YouTube; search for “Ministry Scheduler.”