

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:



The screenshot shows a web browser window with the address bar displaying the URL: https://secure.rotundasoftware.com/1/web-terminal/login/hfcchurch?use_username=lr Ramsey&use_password=0%5D1f0k&overrideDi. The page title is "Login". The main heading is "Holy Family Catholic Church" with the subtitle "Ministry Scheduling Login". Below this is a login form with the following fields and options:

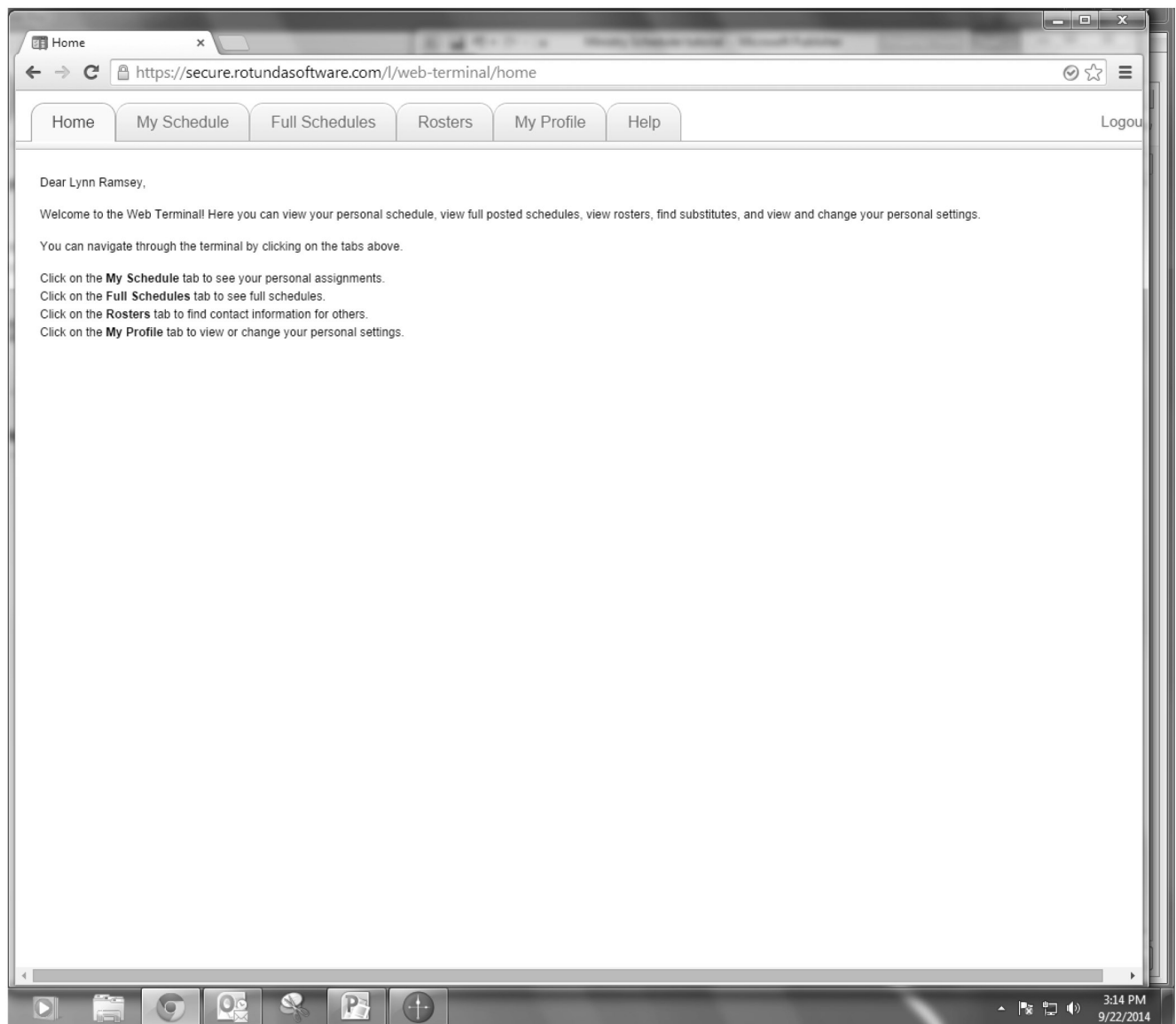
- Username:
- Password:
- ☐ Remember me on this computer
-

Below the login form is a link: [Forget your username or password?](#)

At the bottom of the page, it says: "Powered by [Ministry Scheduler Pro.](#)" and "© 2005-2014 [Rotunda Software, LLC.](#)"

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.

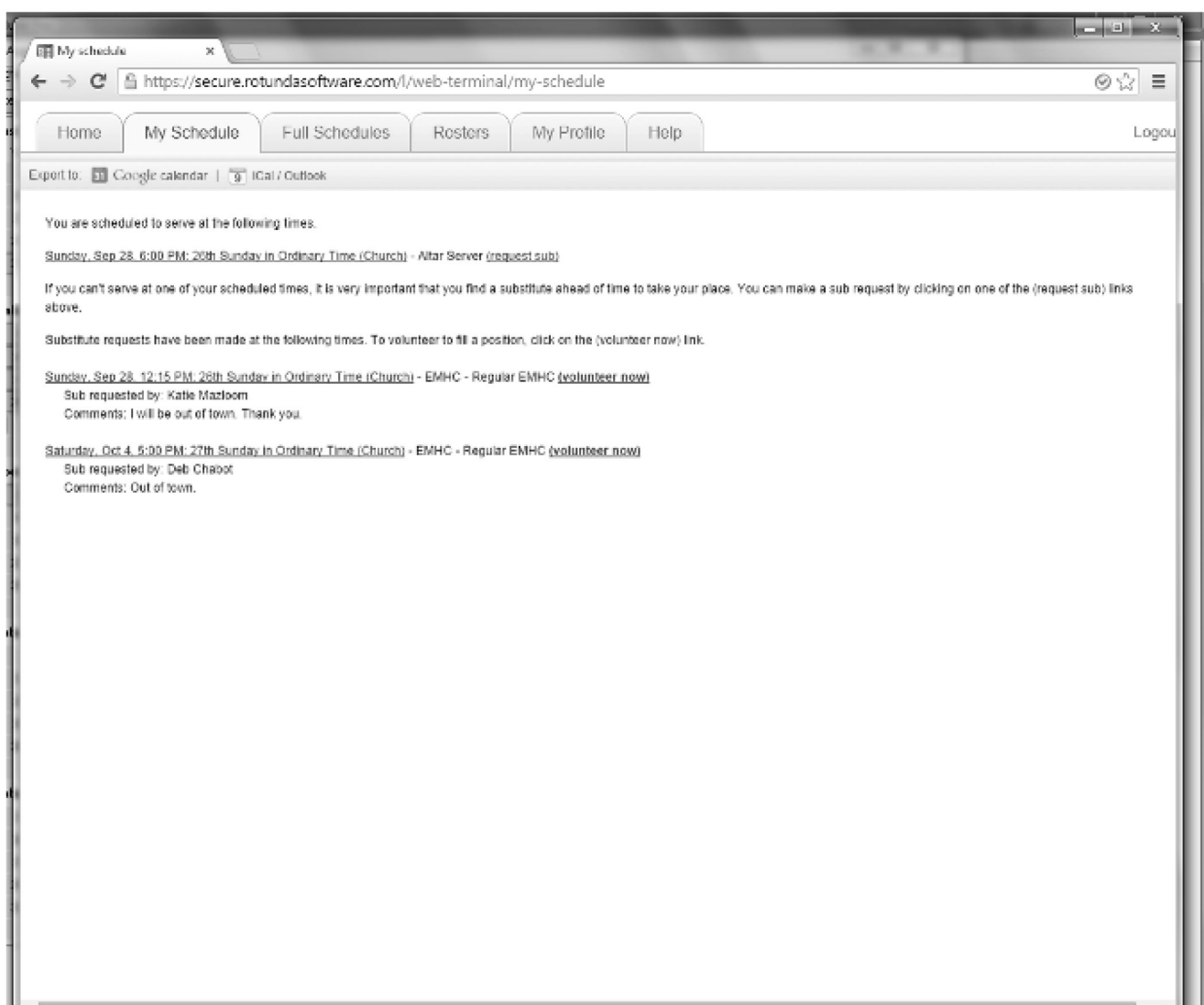


A screenshot of a web form titled "Additional notes or comments". It features a large, empty text area for input. Below the text area is a small instruction box that says "Please make sure to click the 'Submit' button at the bottom of this page when finished." At the very bottom of the form is a "Submit" button.

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.



A screenshot of a web browser displaying the "My schedule" page. The browser's address bar shows the URL <https://secure.rotundasoftware.com/l/web-terminal/my-schedule>. The page has a navigation bar with tabs: Home, My Schedule (selected), Full Schedules, Rosters, My Profile, and Help. There is also a "Logout" link on the right. Below the navigation bar, there is an "Export to:" section with options for Google calendar, iCal, and Outlook. The main content area starts with the text "You are scheduled to serve at the following times." followed by a list of scheduled times. Each entry includes a date, time, location, and a link to request a substitute. Below this, there is a section for substitute requests, stating "Substitute requests have been made at the following times. To volunteer to fill a position, click on the (volunteer now) link." This section lists two requests: one for Sunday, Sep 28, 12:15 PM, and another for Saturday, Oct 4, 5:00 PM. Each request includes the name of the person who requested the substitute and a comment.

Export to: [Google calendar](#) | [iCal](#) / Outlook

You are scheduled to serve at the following times.

Sunday, Sep 28, 6:00 PM, 28th Sunday in Ordinary Time (Church) - Altar Server (request sub)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the (request sub) links above.

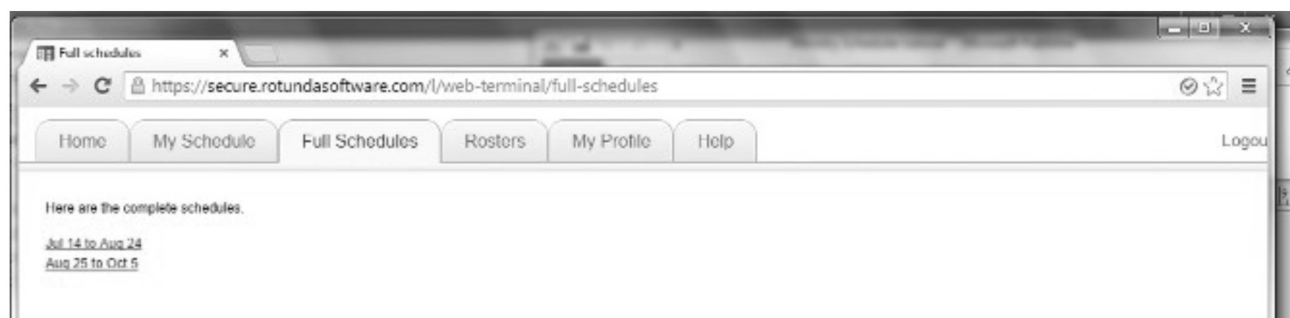
Substitute requests have been made at the following times. To volunteer to fill a position, click on the (volunteer now) link.

Sunday, Sep 28, 12:15 PM, 28th Sunday in Ordinary Time (Church) - EMHC - Regular EMHC (volunteer now)
Sub requested by: Katie Mazloom
Comments: I will be out of town. Thank you.

Saturday, Oct 4, 5:00 PM, 27th Sunday in Ordinary Time (Church) - EMHC - Regular EMHC (volunteer now)
Sub requested by: Deb Chabot
Comments: Out of town.

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.

<div> <div>Aug 25 to Oct 5</div> <div> https://secure.rotundasoftware.com/l/web-terminal/view-live-web-post/hfchurch/202194?id=202194&user=hfchurch </div> </div>						
		Salmonstein, C. - Regular EMHC Sanior, A. - Regular EMHC Tatarowicz, A. - Regular EMHC Telep-Gonzalez, H. - Regular EMHC				
Sunday, 6:00 PM (Church) 26th Sunday in Ordinary Time	Romano, Luis (Rdr 1) Wesling, R. (Rdr 2)	Coimbra, E. - Captain Bowden, S. - Regular EMHC Butts, C. - Regular EMHC Cwikler, I. - Regular EMHC Decker, M. - Regular EMHC Francis, P. - Regular EMHC Huybers, M. - Regular EMHC Huybers, R. - Regular EMHC Kabanek, B. - Regular EMHC Rainey, P. - Regular EMHC Rainey, L. - Regular EMHC Romano, Leonard - Regular EMHC Tyson, C. - Regular EMHC			Ramsey, L. Volunteer now	
Monday, 8:30 AM (Daily Chapel) 26th Sunday in Ordinary Time			Ball, J.	Cushing, J.		
Tuesday, 8:30 AM (Daily Chapel) 26th Sunday in Ordinary Time			Tristram, T.	Lubin, G.		
Wednesday, 8:30 AM (Daily Chapel) 26th Sunday in Ordinary Time			Van Bickle, J.	Brown, C.		
Thursday, 8:30 AM (Daily Chapel) 26th Sunday in Ordinary Time			Lubin, G.	Silvers, T.		
Friday, 8:30 AM (Daily Chapel) 26th Sunday in Ordinary Time			Preccourt, B.	Olson, D.		
Saturday, 8:30 AM (Daily Chapel) 27th Sunday in Ordinary Time			CARMELITES, R.	EMHC, C.		
October 4 - October 5						
	Ryder, M. (Rdr 1) Kahner, C. (Rdr 2)	Figure, E. - Captain Biancato, C. - Regular EMHC				

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.

The screenshot shows a web browser window with the URL <https://secure.rotundasoftware.com/webterminal/modules/planner/200520/a53f4d7850038fb03c?user=hfcchurch>. The page title is "Sunday, Sep 28, 6:00 PM: 26th Sunday in Ordinary Time (Church)".

Volunteers

Leo Romano	Reader (Rdr 1)
Rene Weising	Reader (Rdr 2)
Edward Coombes	EMHC - Captain
Leonard Romano	EMHC - Regular EMHC
Maureen Huybers	EMHC - Regular EMHC
Rick Huybers	EMHC - Regular EMHC
Pat Francis	EMHC - Regular EMHC
Christy Gulla	EMHC - Regular EMHC
Cindy Tyson	EMHC - Regular EMHC
Margaret Decker	EMHC - Regular EMHC
Lery Debler	EMHC - Regular EMHC
Barb Rowden	EMHC - Regular EMHC
Patrick Rainey	EMHC - Regular EMHC
Louise Rainey	EMHC - Regular EMHC
Barbara Katsaskey	EMHC - Regular EMHC
Lynn Ramsey	Altar Server
NOT FILLED	Altar Server

[Request sub](#)

Resources

- [USCCB Daily Readings](#)
Daily readings from the New American Bible.
- [Audio for USCCB Daily Readings](#)
Audio recordings of the daily readings.
- [Sunday Prayer for Catholics](#)
Twenty-Sixth Sunday in Ordinary Time
© 2013 Liturgy Training Publications

Write a comment...

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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.

The "Request a substitute" dialog box shows the position: "Sunday, Sep 28, 6:00 PM: 26th Sunday in Ordinary Time (Church) as Altar Server". It has a text area for "Comments / reason:" and two buttons: "Nevermind" and "Request sub".

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.”

The screenshot displays the Ministry Scheduler web application interface. On the left, a sidebar shows a calendar for August, September, October, November, and December. The main content area is titled "Help" and contains a message: "Unable to display the video on the page. Please click to download." Below this, a video player is shown, displaying a video titled "Using the Web Terminal - Service Plan". The video player interface includes a progress bar, a play button, and a volume icon. The video content shows a web terminal window with the following information:

Close
Wrap service, Altar call 3 min
Total time: 44 min

Notes
Everybody: Please remember to arrive 15 minutes before the service.

Volunteers

Curis McDonald	Usher (A)
Lisa Newman	Usher (B)
Tracy Lane	Usher (C)
Nicole Ellis	Usher (D)
Steven Gordon	Extraordinary Minister - Cup
Ruby Diaz	Extraordinary Minister - Host (1) Request sub
Janice Mosby	Extraordinary Minister - Host (2)
Francis Castillo	Extraordinary Minister - Host (3)
Tony Hernandez	Server
Patrick Bradley	Server
Kathryn Fisher	Reader (1)
Josh Hale	Reader (2)
Louise Fisher	Nursery

Kathryn Fisher: Thanks for posting the readings! Has anyone read at the