

# AUTOMATED MINISTRY SCHEDULING

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CHURCH OF THE VISITATION  
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▶ St. Isidore's Prayer

- ▶ **Almighty and eternal God, who created us in Your image and called us to seek after all that is good, true and beautiful, especially in the divine person of Your only-begotten Son, our Lord Jesus Christ, grant that, through the intercession of Saint Isidore, bishop and doctor, during our journeys through the Internet we will direct our hands and eyes only to that which is pleasing to you and treat with charity and patience all those souls whom we encounter.  
Through Christ our Lord.  
Amen**

## ▶ Sign-in

- ▶ Please verify your information, **ESPECIALLY** e-mail address (or phone number, if no e-mail)
- ▶ If information is **INCORRECT** or **MISSING**, please correct on card and give to me or Vicki
- ▶ Be sure to take the card with your Scheduler Web Terminal **USERID** and **PASSWORD** (and change your password as soon as you can).

Agenda

- ▶ **Automated Scheduling – Why are We doing this?**
  - ▶ **Had to contact your ministry coordinator(s) well in advance with availabilities**
  - ▶ **Sometimes the coordinator had to make assumptions (that could be incorrect)**
    - ▶ **Example – this past Thursday, Ascension**
  - ▶ **After schedule was completed and put on paper, difficult to make later changes/request substitutes**
  - ▶ **Difficult to track who actually served their scheduled times**
  - ▶ **Yes, it IS hard to create a schedule given everyone's preferences!**

THE OLD WAY

- ▶ **Automated Scheduling – Why are We doing this?**
  - ▶ **Now YOU enter and track your preferences and availabilities**
    - ▶ **Can easily enter when you will be unavailable (vacations, etc.)**
      - ▶ **Even months in advance!**
  - ▶ **No assumptions need be made – computers don't do that**
  - ▶ **A reminder of your scheduled time goes out during the week**
  - ▶ **After the schedule is completed – even up to that week – you can request a substitute**
    - ▶ **Notice is sent to those who may be able to volunteer for you**

THE NEW (And hopefully better)  
WAY

## ▶ Automated Scheduling

### ▶ Sends out important notices and reminders

▶ For example, volunteer requests/availability for holydays of obligation, special rites occurring during a particular liturgy, etc.

▶ Can check your schedule from your **TABLET** or **SMARTPHONE** as well as the computer

▶ This will help respect your preferences while giving **EVERYONE** a fair chance to serve!

THE NEW (And hopefully better)  
WAY



Using the scheduler

**STARTING POINT:** [HTTP://:WWW.VISITATIONRCCCHURCH.ORG](http://www.VisitationRCCChurch.org)

**Roll the mouse over the  
“Ministries” tab, then click on  
“Ministry Portal”**

**You will be re-directed to the  
Schedule Portal**

The screenshot shows the website for Visitation Roman Catholic Church in Brick, New Jersey. The main navigation bar includes Home, About, Sacraments, Faith Formation, **Ministries**, Organizations, Bulletins / Events, and VRC. The **Ministries** dropdown menu is open, listing various roles and teams under the heading "LITURGICAL".

**Ministry Portal**

- General Liturgy
- Liturgy Team
- Art and Environment Team
- Altar Servers
- ExtraOrdinary Ministers of Communion
- Readers
- Ushers
- Music Ministry
- Pastoral Care
- Prayer Groups
- Social Ministries

Below the menu, there is a "Mass Schedule" section with a table of services:

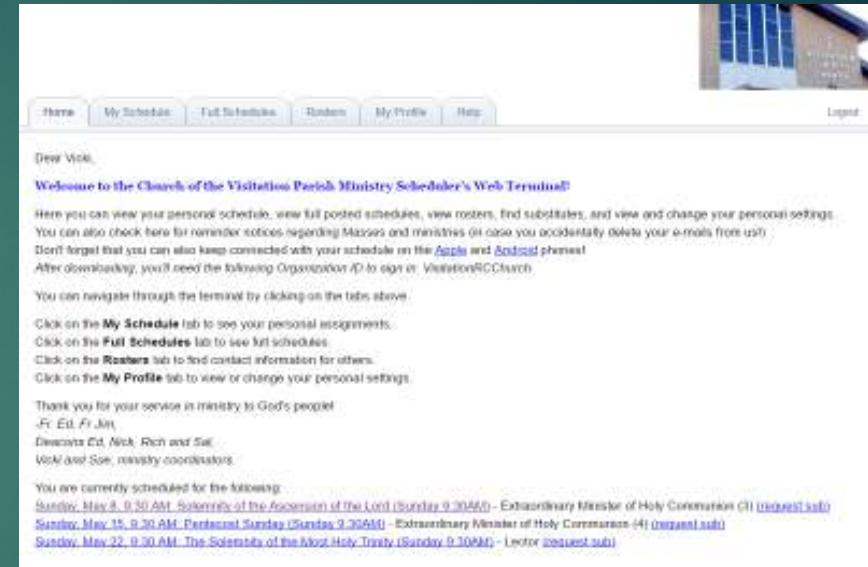
Mass Schedule				
Daily Mass	7:30 am	8:15 am		
Saturday Vigil	4:00 pm			
Sunday	6:45 am	8:00 am	9:30 am	11:00 am

On the right side of the page, there is a "Ministry Scheduling" section with a blue line drawing of a woman in a veil and a man in clerical attire. Below the drawing, it says "Ministry Scheduling" and "order that there are meetings scheduled".

**You can also go directly to the portal by accessing  
<http://www.rotundasoftware.com/ministry/VisitationRCCChurch>**

# Using the scheduler

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[HTTP://WWW.ROTUNDASOFTWARE.COM/MINISTRY/VISITATIONRCCCHURCH](http://www.rotundasoftware.com/ministry/visitationrccchurch)



# Using the scheduler demo

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Last  
updated  
5/6/2016


LET'S GO FOR OURSELVES -  
SEE YOU THERE!

# Using the scheduler demo

**ALSO  
AVAILABLE ON  
APPLE AND  
ANDROID  
SMARTPHONES!**

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Last updated  
5/6/2016



**Ministry Scheduler Pro**  
Rotunda Software, LLC Business  
Everyone  
This app is compatible with all of your devices.  
Installed

**Holy Family**  
username  
password  
Forgot Password!  
Log In

**My Schedule**  
October 2016  
Sunday, Oct 16, 8:00 AM  
Worship (2)  
November 2016  
Sunday, Nov 6, 9:00 AM  
Worship (1)  
Sunday, Nov 22, 9:00 AM  
Worship (2)  
December 2016  
Sunday, Dec 26, 9:00 AM  
Worship (2)

**Open Positions**  
November 2016  
Sunday, Nov 6, 9:00 AM  
Worship (2)  
December 2016  
Sunday, Dec 13, 10:30 AM  
Worship (1)  
Sunday, Dec 13, 10:30 AM  
Worship (2)  
Sunday, Dec 14, 9:00 AM  
Worship (1)  
Sunday, Dec 14, 9:00 AM  
Worship (2)

App for volunteers using Rotunda Software's Ministry Scheduler Pro.  
\* View your schedule and open positions **(and those of your family members)**  
\* Submit sub and assignment requests  
\* Get push notifications for upcoming services  
\* Access readings and resources in preparation to serve

- ▶ **Automated schedule will begin with the JUNE schedule**
  - ▶ *You may want to sign onto the Web scheduler so that you can familiarize yourself with the settings*
  - ▶ **About 10 DAYS BEFORE (5/21), we will send out notification that the schedule is being created**
  - ▶ **You will receive an e-mail listing the Ministries and Mass times that YOU have indicated can and/or cannot serve. If the information is incorrect, please follow the instructions in the e-mail to submit corrections. If the information is correct, you don't need to do anything else at this time**

What's next?

- ▶ **Automated schedule will begin with the JUNE schedule**
- ▶ **A WEEK LATER (5/27) we will REVIEW and FINALIZE the schedule and it will be posted to the Web terminal**
- ▶ **E-mail notifications will be sent out letting you know what Masses you have been scheduled**

What's next?

## ▶ Notification and Changes

- ▶ After the schedule has been generated you may log onto the Web terminal to review your assignments and request/respond to substitutes
- ▶ Two days before the weekend (or at whatever advance notice you request on the Web terminal) you will be e-mailed a reminder
- ▶ On the weekend, please remember to SIGN the roster sheet, as we will be entering attendance into the system
  - ▶ Altar servers will need to come to the Sacristy to sign in

What's next?



## ▶ Going Forward

- ▶ Although we are only generating the June schedule this month so that we can identify any issues with peoples' schedules, we hope to extend the length of time between schedules
  - ▶ Makes it easier for you to plan as well as for the ministry coordinators
    - ▶ We don't have to "bug" you as often.
- ▶ If your e-mail address changes, please remember to notify the Rectory as soon as possible

What's next?

- ▶ **What do I do if I DON'T HAVE a computer or E-mail?**
  - ▶ It stays pretty much the “old way” – you will need to contact the ministry coordinator to let them know your availability
    - ▶ A form that collects the same information is being designed
  - ▶ There will be a **LIMITED NUMBER** of paper schedules placed in the Sacristy (please don't take one if you don't need to)
  - ▶ Those without E-mail or Web access continue to be in my prayers

Not on the “information highway”?

# Questions?

