

# Ministry Scheduler Pro Guidelines

## Minister Responsibilities

### 1. Internet access

- Prior to schedule generation an e-mail will be sent indicating the cut-off date for profile changes
  - Make sure preferred services are up to date
    - If multiple services are listed, assignments will be made in order they are listed
    - If preferences change from month to month during a schedule period
      - ◆ Use the unavailable dates to block out the services you do not want scheduled
  - Input **UNAVAILABLE** dates prior to each schedule being generated
    - Unavailable dates can be scheduled as far in advance as you know them
- Once the schedule is generated
  - Fulfill your scheduled obligations
  - As soon as you know you are unable to meet your scheduled service obligation
    - Request a substitute via the system
    - Accept swap requests so the schedule can be updated
    - If a swap agreement is made with a minister who does not have internet access
      - ◆ Notify the ministry leader and ask them to update the schedule
  - Accept swap requests from others when you are able to via the system

### 2. No internet access

- Prior to schedule generation fill out a paper request form by the required due date
  - Make sure preferred services are up to date
    - If multiple services are listed, indicate the preferred order – the system will use this for developing the schedule
    - If preferences change from month to month during a schedule period
      - ◆ Use the unavailable dates to block out the services you do not want scheduled
  - Indicate **UNAVAILABLE** dates prior to each schedule being generated
    - Unavailable dates can be scheduled as far in advance as you know them
- Once the schedule is generated
  - Fulfill your scheduled obligations
  - As soon as you know you are unable to meet your scheduled service obligation
    - Notify the ministry leader and ask them to request a substitute on your behalf
      - ◆ The Ministry leader or administrator will initiate a request for a sub
    - If a swap agreement is made with another minister – whether they have internet access or not
      - ◆ Notify the ministry leader and ask them to update the schedule on your behalf

### 3. Sign-in sheets – All Ministers

- Remember to sign-in – attendance is being tracked
- Sign in sheets will reflect all information received by Friday at 8:00 am
- To minimize confusion, please update all substitute information through the system or forward to the appropriate Ministry Leader if internet access is not available
- If a sub agreement was made after the sign-in sheets were generated, please sign next to the person you are subbing for

#### **4. Ministry Leader Contact information**

- Altar Servers (Sue Stranieri)
  - Phone – 732-477-0046
  - E-mail – scheduler.vast@visitationRCchurch.org
- Extraordinary Ministers of Holy Communion and Lectors
  - Phone – 732-475-0047
  - E-mail – scheduler.emhc@visitationRCchurch.org