

**MINISTRY SCHEDULER PRO  
AT ST. ELIZABETH ANN SETON**

# Ministry Scheduler Pro at Seton

## Overview

Ministry Scheduler Pro software will be used to schedule the following ministries at Seton. The name following the ministry is the current Ministry Leader:

- Altar Servers (Fr. Kareem Smith – frsmith@seton-parish.org)
- Extraordinary Ministers of Holy Communion (Noreen Donnellan – noreen.sched@yahoo.com)
- Funeral Sacristans – Ministry of Rosary Altar Society (Noreen Donnellan – Noreen.sched@yahoo.com)
- Homebound Ministers (Teresa McCue Fleming – tmccuefleming@yahoo.com)
- Lectors (Judy Van Riper – gr1t@optonline.net)
- Ministry Scheduler Plus (MSP) Administrator (Noreen Donnellan – noreen.sched@yahoo.com)

Some of the benefits of this software:

- Fair scheduling based on Mass preferences and availability
- Ease of finding replacements for scheduled dates you can't serve
- Access from any computer, smart phone or tablet with internet access
- The ability to schedule families together (or apart), if they desire
- You can enter, or update, your Mass preferences in the order of preference at any time
- You can enter dates you are not available at any time

This guide is to be used in conjunction with the MSP Web Terminal guide that is attached if you are receiving this as a printed copy. If you are viewing it online, instructions for accessing the guide follow.

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## Getting Started with MSP

You will receive an email with an ID and Password, if you haven't already. This email will also have a link to the software you can access from any browser (ex: Internet Explorer, Chrome, Mozilla Firefox, Edge, etc).

The link is: <https://secure.rotundasoftware.com/l/web-terminal/login/seton?>

You will probably want to bookmark it in your browser to make it easier to find.

But don't worry if you lose it, just go to the Seton website at [www.seton-parish.org](http://www.seton-parish.org) and select Parish Groups, then Worship, the link is there. There is also a link to this document on that page.

When you sign-in, you will probably want to change your password to something that will be easier to remember. You can do that on the My Profile tab.

After signing in to the MSP you can view a video and a user guide by selecting the Help tab or using this link.: <https://secure.rotundasoftware.com/l/web-terminal/help>

Be sure to check the notes in the **Some Things to Remember** section on the next few pages. These notes pertain specifically to the way we are using MSP at Seton.

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## Some Things to Remember

### My Profile:

- If members of a family have multiple email addresses and one or more of them would like to also receive emails for the others, they can add as many emails as needed on each member's profile. (Ex: AltarServer@gmail.com, Mom@gmail.com, Dad@gmail.com).

### Scheduling:

- Some ministers prefer to be scheduled only once a month for their ministry(ies). If you would like this, please contact your ministry leader. If you belong to more than 1 ministry, we can set this by ministry. The scheduler will take this into account when the schedule is generated. We will only use this for people who prefer to serve only once per month, settings for more than once per month could affect other members schedules.
- Some people serve in more than 1 ministry, we have setup the options in the scheduler to fairly schedule people for each ministry separately. You won't be given less assignments for each ministry (ex: Lector, EMHC) if you are available on enough dates, and enough Masses, to allow the assignments.
- Members of Rosary Altar and Holy Name should let their ministry leader know if they would like to be marked available to serve at their groups 9:30am Mass. We try, whenever possible, to assign members as EMHC and Lector for those Masses.
- If an Altar Server attends the Religious Education Sunday Session that includes attending Mass, please let Noreen Donnellan know so they may be assigned to serve at that Mass.
- You will see some abbreviations in the schedules to save room, more may be added as needed, these include.
  - WE – Weekend
  - RE – Religious Ed
  - S/U – Setup
  - Out – Outgoing
  - RA – Rosary Altar

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- HN – Holy Name

## Special services (ex: Holy Days, Christmas, etc.):

- In the past, for some ministries (ex: Lectors, EMHC), since we didn't have a better way to fill the special services spots for some ministries, we had to send out emails asking for volunteers. The first volunteers that responded were assigned to those positions. With this system, if you enter your preferences for special services in the system before we run the schedule, everyone will have the same chance of being assigned. The MSP system will assign people based on the information they have in their profile, as well as, historical assignment data that it maintains.
- If some positions don't have enough volunteers for the scheduler to complete the schedule, these will be left open and anyone can volunteer for one of them on the **Full Schedule** tab.
- As with all assignments, if you find you can't serve at an assigned special service, you can click on **Request Sub** and someone else can accept it from the **Full Schedule** tab.

**NOTE:** This does NOT mean a substitute has already been requested, it is available for you to request a substitute.

- If you accept a sub request, you will be offered the opportunity to propose a trade of one of your scheduled services.

## Families:

- We have several families that have members in one or more ministries. We have grouped these together as a family and set preferences by family and individual minister.
- By default, families will not be scheduled at different services the same weekend or holy day but 1 member may be scheduled for a Mass without all members being scheduled.

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- All family members can switch between each other's accounts without logging out and logging in as the other member. Family members will see this option on the top right of the screen when you log in. If you don't see it, contact one of your ministry leaders to be sure you have been setup as a family.
- If any family would like all members to be assigned any time one is assigned, they should let their ministry leader know. The ministry leaders can change a setting that would enable this. If more than 1 ministry is represented in the family, it is only necessary to contact one of the leaders.
- If members of a family don't mind being assigned to different services on the same weekend, let one of your ministry leaders know, as well. This can work well if 2 people belong to different parish groups that may attend certain Masses together. (ex: RE, Rosary Altar, Holy Name).
- Family members can also choose to always be assigned to different Masses. This works well for people that may have to always have one home as a babysitter or caretaker. Let your ministry leader know if you want to make this selection.
- If members of a family have multiple email addresses and one or more of them would like to also receive emails for the others, they can add as many emails as needed on each member's profile. (Ex: AltarServer@gmail.com, Mom@gmail.com, Dad@gmail.com).