

Ministry Scheduler Pro (MSP)

www.rotundasoftware.com/ministry/sacredhearttemporia

Download the MSP app and use Organization ID **sacredhearttemporia**

- The ministry schedule is generated electronically.
- All ministers with an email address should use the MSP web terminal or Smartphone app to manage their ministry profile: address, telephone number, email, Mass preference time, and can't serve dates.
 - Those without access to email should contact the church office by phone with changes to their information and to update can't serve dates.
- All family members within the household can use one login. You can switch between family members by using the drop down box in the upper right corner of your web browser. If using the MSP app, you can switch between family members in the 'settings' tab.
 - Soup Kitchen/Food Pantry: Students that are 3rd-7th grade will not be "scheduled." It is understood that students will volunteer with their parent. Students 8th grade and older will be scheduled on their own.
- Entering can't serve dates for times of unavailability will ensure you are not scheduled to minister when you're unavailable. You can enter can't serve dates for the entire household by selecting "Add this can't serve date to family members." You can access the web terminal or MSP app at any time to update your can't serve dates.
- The ministry schedule is drafted monthly on the 15th for the upcoming month. If the 15th falls on a weekend/holiday, the schedule will be drafted on the next business day.
- Email reminders are sent to remind ministers to update can't serve dates prior to scheduling. Once the schedule is complete, you will be notified via email.
- The ministry schedule can be accessed anytime via the web terminal or MSP app. Paper copies of the schedule are available in the vestibule or on the parish website. Please note, the most up-to-date schedule can always be found by accessing the MSP web terminal.
- If you are unable to fulfill your scheduled time, please make a 'sub request.' When using this feature, an email is automatically sent to all people in your ministry requesting someone to fill-in for you. If someone accepts your request, you will receive an email letting you know you are no longer scheduled. You can also accept 'sub requests' from others. (Please note, in MSP the word "swap" actually means "sub." If you submit a swap, you are asking someone else to fill that role. You are not asking for a trade).
- Any questions regarding MSP should be directed to Marcie at the Parish Office, 620-342-1061 or by email marciel@shemporiam.org