Ministry Scheduler: Quick Guide for Liturgical Ministers

Thank you for your ministry! **Keep this page handy** for the new scheduling software starting in January.

Find the schedule

https://sjohio.org/ministry/liturgical-ministers-schedules/

Bookmark this link. It never changes, and it always shows the current schedule.

Your emails and texts

- When a new schedule is ready, you will receive a **personal message** listing your assigned dates and Masses.
- **Reminders go out 3 days before** each date you're scheduled. If you take a sub request less than 3 days out, put it on your own calendar.
- Check your spam or junk folder if you don't see our messages.

Need a sub?

1. Open your schedule email or text.
2. Tap the **request a sub** link next to the date, then confirm.
3. The schedule will show that the spot is open, and everyone with your role is notified.
4. **You're still responsible until someone accepts.** Look for the **green face icon** next to the sub's name on the schedule.

Short notice or an emergency? Submit the request **and** contact individual ministers directly.

Want to take a sub request?

Tap the link in the request message and confirm. The first person to confirm gets the spot, so only accept if you're sure.

Going on vacation?

Tap **edit vacation dates** in your schedule email. Enter the start and end dates, then save. Please do this **before the next schedule is built** so you aren't scheduled while you're away. Vacation date entry deadline is typically one month prior to creating the new schedule.

Checking in at Mass

1. Go to the homepage and tap **Check In**. [iPad will be at the normal check-in location. You can also check in on your own phone.]
2. Choose the **Mass time**, then your **role**, then tap **your name**.
3. Tap **"Yes, sign me in."** A check mark will appear on the schedule.

Good to know

- **Don't fill open cup spots** unless there is a sub request. We schedule 2 cup ministers at every Mass, but when a deacon serves, one is removed. The spot may look open when it isn't.
- To change your roles or Mass times, contact Doug Januszewski rather than using the links in the email.

Questions? Doug Januszewski · dougjano3@gmail.com