

## **Ministry Scheduler Pro (MSP)**

*All those who serve during Sunday worship services in either worship space: Please read! This includes Ushers, Acolytes, Eucharistic Ministers, Lectors, and Sunday Intercessors.*

A quick link to the [Liturgical Ministry Scheduler](#)

**All ministry assignments will be posted using the Ministry Scheduler Pro (MSP) software.**

### **What this means to you?**

Besides Sunday services, we occasionally will assign some feast days and special services as well.

### **What you need to do?**

You will need to insert the dates you know you cannot serve on your MSP profile prior to the 10th of the bi-monthly schedule.

You will need to input your “Can't Serve Dates” by:

- Feb 10th for the Mar/Apr schedule
- Apr 10th for the May/June schedule
- Jun 10th for the July/Aug schedule
- Aug 10th for Sept/Oct schedule
- Oct 10th for Nov/Dec schedule
- Dec 10th for Jan/Feb schedule

### **What happens if you forget to input your “Can't Serve Dates” and are scheduled to serve?**

You will need to find your substitute using the MSP tool.

#### **NOTE:**

For an overview and answers about this software, please read the [FAQ section linked here](#). This section will be update periodically and is a great place to start. There is also up to date information on the Home tab in the Ministry Scheduler web site.

For ministry specific questions, please continue to communicate with your ministry lay leader.

For questions and issues related to the scheduler program, contact Marty Newkirk –  
marty.n@stdave.org

### **Time Saver Tips**

When a “Request For Sub” email appears in your personal email inbox, and you would like to fill in for that person, you should click the link within that email to accept the request. This will notify the requestor with a reply email and update the schedule on the web site automatically. If you reply to the email, it will not go to the person requesting.

Another option to accept a sub request is under the My Schedule tab of the Ministry Schedule Pro website. There, you can also click a link to accept the request, and it will email the person requesting and automatically update the online schedule.