Ministry Scheduler Pro (MSP) FAQ

MSP Frequently Asked Questions and Answers

What is Ministry Scheduler Pro Software?

Ministry Scheduler Pro (MSP) software is a tool that can be used to help schedule and coordinate all the liturgical ministries that serve our parish services and other liturgies throughout the week and weekend. It comes with a web interface that all ministers can use to view their schedules and will enable ministers to request a fill-in easily when a conflict arises with their scheduled worship service time.

Why is this important to you as a Liturgical Minister at St. David's?

Scheduling ministers for the services is becoming more and more a challenge as our parish grows and people are excited to help in many areas. The web interface gives the ministers an easy and powerful tool to communicate swap requests or sign up for "Special Services", an example: Celebration of New Ministry.

Which ministries will use this tool scheduler?

The following ministries will have access to the tool: Altar Guild, Acolytes, Eucharistic Ministers, Greeters, Lectors, Sunday Intercessors, and Ushers.

How does this affect you as a minister?

You will receive your schedules identifying your individual times when you are serving and a full schedule of the ministries. You will have access to your ministry specific roster. It will generate weekly reminders if you are scheduled to serve that coming week. As we mentioned earlier, you will have an easy way to request a swap or fill a spot for someone needing help or to sign up for a special service. You will also be able to input dates you are unable to serve if you are planning a vacation or have another specific date conflict.

How should you familiarize yourself with the Ministry Scheduler Pro Tool?

After receiving the email with your logon information, spend some time exploring the tabs and features. The tool is quite easy; but if you still have questions or uncertainties, reply to the email or email your ministry lay leader, and they will make sure you get your answer.

How do you acquire a user name and password?

The software will generate your user name and password. The emails you receive from MSP will contain a link that will take you to the web site with your user name and password filled in. After using the default assigned, you have the opportunity to change the password and other personal data.

What do we need from you?

From the web site click the My Profile tab, input your dates that you cannot serve. For each bi-monthly schedule, input your dates by the 10th of the month prior to the new schedule. (For example for the Sept/Oct schedule, you would input your dates before 10th of August.)

After that day, we will create the next bi-monthly schedule. Once the ministers receive the new schedule through email, the schedule is the "Final Schedule". If you discover you have conflicts with particular dates on the schedule, you will need to find your backups using the swap method.

How will communications appear in email from this software tool?

Currently, Email will come from either Marty Newkirk, Lynn Smith-Henry, or Catherine Roberts. The format will be first.lastinitial@clients.rotundasoftware.com

In the future, ministers will receive emails with an email address that may look like the following: Name of Ministry Lead or Marty Newkirk's Name @clients.ministerschedulerpro.com)

How do you ensure that you receive these emails from this software tool?

Provide your network access to the similar @ suffix, so emails do not go to your junk or spam email. The suffix is the following: @clients.rotundasoftware.com

Where should you send your feedback and questions regarding the MSP tool to at St. David's?

The MSP Liturgical Ministry Contact: marty.n@stdave.org