



MINISTRY SCHEDULER PRO (MSP)

Our trusted software for scheduling our liturgical ministries.

Peosta Area Pastorate

Ministry Scheduler Pro (MSP) allows ministers to:

- View their schedules online
- Request substitutes when needed
- Block out dates when unavailable to be scheduled
- Receive scheduling reminders
- Manage ministry service preferences
- Serve at multiple parishes (if desired)

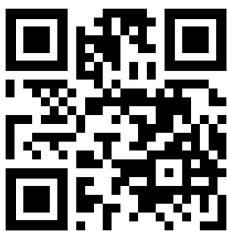


Who should register?

- Anyone currently serving, or interested in serving, in any liturgical ministry, including: Sacristans, Acolytes (altar servers), Readers (Commentator and Lector), Eucharistic Ministers, and Ushers/Greeters. (Gift bearers will not be a scheduled ministry at this time)
- This system will be a vital tool for our liturgical ministers - please be sure to enroll or call **Krystal Smith** to be enrolled by the administrator: K.Smith@dbqarch.org or (563) 590-2547.

How to enroll: **All are asked to complete their enrollment by June 30th!!**

- Enrollment must be done through a web browser, not through the MSP app.
- Scan the above QR code or visit www.rotundasoftware.com/ministry/elizabethannseton
- At the login page, select "Sign up now". This will direct you to create a profile page. Be sure to click "Submit" when finished!
 - Add liturgical ministries for which you are trained/commissioned to serve. There is an option to select "I only want to be a sub in this ministry." This will allow you to fill in when it works and not be regularly scheduled. *Contact Krystal Smith if any training is needed!*
 - Add any Mass time(s) / Locations for which you wish to be scheduled. *The current Mass schedule for the St. Elizabeth Pastorate is still included in the list of options because they are still in use and cannot be deleted. Please be sure to add Mass times for the Peosta Area Pastorate!*
 - Enter any "can't serve dates". This information will be considered when the schedule is created in the future. (No need to plan beyond August at this time)
- Enrollment must be completed for each individual minister, not per family. The same email address may be used for all family members, if preferred. Use the most-checked email address!
- The enrollment forms will be processed by the administrator. When that is completed, you will receive a welcome email with your username and login information to access MSP online or on the app. Use the QR codes below to download the app for Ministry Scheduler Pro and watch the video tutorials:



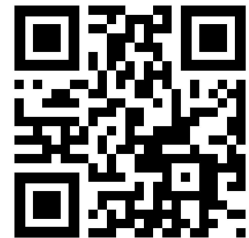
iOS App



Android App



App Tutorial Video



Website Tutorial Video



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How to Login:

- **Organization ID:** elizabethannseton **City / State:** Epworth, Iowa
- **Username and Password** will be emailed to you after enrollment completion.

What if I don't have internet or email access?

- Contact Krystal Smith to have the administrator complete your enrollment. Those without internet/email will still be included in the ministry schedule.
- Future communications for those ministers will be done via phone call or mail.

What will MSP look like for me? How will this work?

- When the time comes to create a new ministry schedule, all ministers will be notified to update their service preferences by a certain date. Through your MSP profile, submit any dates that you are unavailable to serve within the upcoming schedule range.
- The schedule will be created by MSP based on the information given in your profile. It will then be carefully reviewed by the administrator to avoid conflicts and errors.
- Once the schedule is complete, it will be shared via email, accessible on the app and website (known as the "Web Terminal"), and printed copies will be available in the parishes.
- In your profile, you can select when to receive automated notifications reminding you of upcoming service times.
- Communication is shared through MSP by our administrator. Announcements can be shared by the administrator with all ministers, specific ministry groups, and even as individual messages.
- If you are unable to serve at your scheduled time, you can *request a sub*! An automated email will be shared with others who are able to fill the ministry. If you wish to notify people directly to request a sub, that is still a welcome practice. Please inform the administrator (currently Krystal Smith) of any changes so it can be reflected in the live schedule.

Families & Account Access:

- Each individual minister will have their own profile. However, family members should be linked together automatically.
- When in the main Web Terminal or MSP App, there is a menu option in the upper right corner that allows you to switch between family members without having to log out and log in as the next person.
- Families can indicate in the comment section to "never split" –meaning all or most of its members will be scheduled at the same Mass time/location.
- Parents of younger children may request the opposite - to be scheduled at different dates so that one parent is always present with their children.
- Feel free to include any specific scheduling requests in the comment section.

Why is it under the "St. Elizabeth Pastorate" name and located in Epworth?

Until the Peosta Area Pastorate receives its new official name, we will share the account originally created for the St. Elizabeth Pastorate, whose office is located in Epworth. The Organization ID Name will be changed in the future to reflect our pastorate's name.
