

Lector, EMHC and Altar Server scheduling at St. Augustine

After you have completed a training at St. Augustine (if you are an EMHC, after you have completed the training and been commissioned by the Bishop), you will be placed in the schedule rotation.

St. Augustine uses an online scheduling program called **Ministry Scheduler Pro**. Using this online system you'll be able to specify exactly what times do and do not work well for you to serve. You'll also be able to check your schedule from anywhere and request a substitute when you can't make one of your scheduled dates.

Steps to getting set up with Ministry Scheduler Pro (4 Steps):

1. You will receive an email from St. Augustine with a user name, temporary password and a link to the St. Augustine "Web Terminal" to set up your account.

WEB TERMINAL:



WEB TERMINAL URL:

<https://secure.rotundasoftware.com/l/web-terminal/login/staugustinecatholic?>

2. Click on the link to go to the St. Augustine Web Terminal and:

- update your general information
- create a unique password
- mark your service preferences and unavailable times for the upcoming schedule

*** Click the "Help" tab at the top of the screen to view a short video that explains step by step how to update your information. ***

3. Be sure to mark the St. Augustine Web terminal as a "Favorite" on your website task bar and write down the url as well as your user name and password.

4. Once the schedule has been made, you will receive an email from St. Augustine notifying you of the schedule. You can always log into the web terminal to see the schedule and a roster of the other volunteers and their contact information.

Notifications:

1. You will receive an email reminder before your scheduled date based on the notification preferences you indicated while setting up your profile.
2. When it is time to create the new schedule you will receive an email from St. Augustine asking you to update your availability for the upcoming schedule.
3. You will also receive emails from volunteers who cannot serve on their scheduled date and are requesting subs. If you can sub for that volunteer you can let us know by selecting that option on the email. If you cannot sub for that date you can ignore the request.

Requesting Subs:

You are responsible for finding a replacement if you cannot serve when scheduled.

To request a sub:

1. Log onto your profile through the web terminal.
2. Go to the "My Schedule" tab
3. Click the "request sub" link next to the date you cannot work.
4. An email will automatically go out to all the volunteers who are available for that date.
5. You will receive notification when someone has accepted your Sub Request.

Ministry Scheduler Pro App:

If you have an iOS or Android device, you can download a free app that will make it easier to view your scheduled dates, request and accept subs, and update our profile from your mobile device.

1. Go to the App Store or Play Store on your device, search for "Ministry Scheduler Pro," and install the app.
- 2 Open the app and enter the following under Organization ID: **staugustinecatholic**
3. Enter your Web Terminal Username and Password to log in.