

Ministry Scheduling

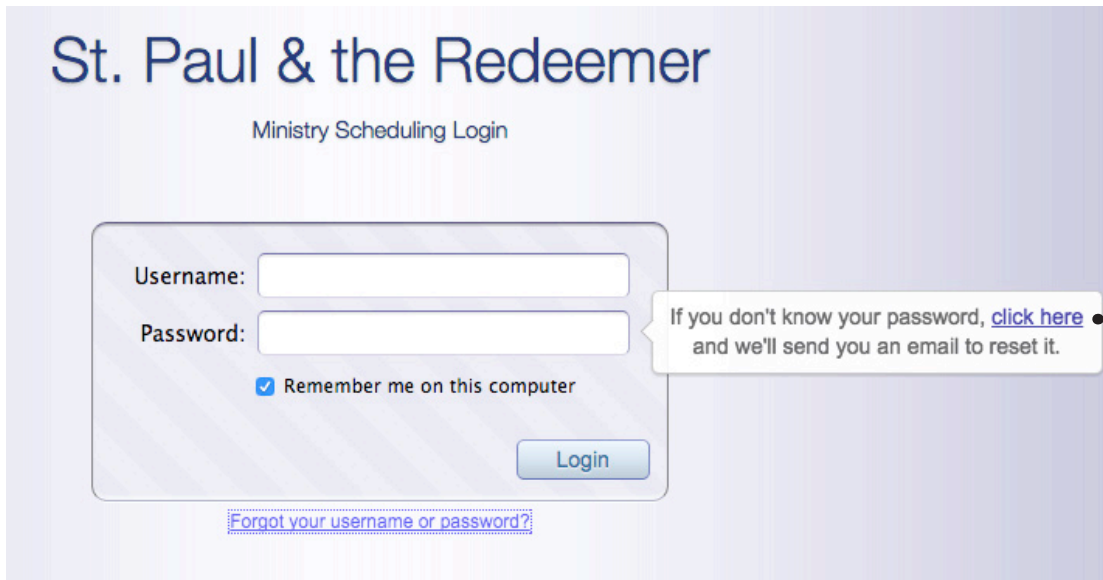
Good to Know

- **Technology:** We use a website called Ministry Scheduler to schedule ministries.
- **Rhythm:** Each schedule covers about two months.
- **Unavailability:** Before each new schedule, you'll have a chance to the block-out dates you're unavailable for your ministry. We'll email you to let you know when it's time to block out your dates.*
- **Review:** We'll also let you know as soon as the new schedule is posted online so you can review it and put your assignments in your own calendar.
- **Reminder Emails:** You'll get a Reminder Email a few days before each Sunday you're scheduled for your ministry.
- **Sub Requests:** If something comes up and you can't come on a Sunday you're scheduled, you can request a sub either by logging into Ministry Scheduler or by clicking the "Request Sub" link in the Reminder Email.

***TIP:** You can enter unavailability dates at any time into the future. So if it's December but you already know you'll be gone for two weeks in June, you can block out those date right now!

Logging Into Ministry Scheduler

- Log in at sp-r.org/ministries
- Your username and password were included in your introductory email.
- If you forget either your username or password, click on this link on the login-page



Unavailability Dates

- We'll email you when it's time to block out your dates for the next schedule.
- Log in to Ministry Scheduler and click on the "My Profile" tab



- On the My Profile page, there's a box called "Ministries & Scheduling." To start adding your dates, click the Add button.

Please make sure to click the "Submit" button at the bottom of this page when finished.

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Submit

- You can enter a range of dates or single dates.
- You can block this date out for your spouse or child at the same time.
- Click this to add more dates.
- Click this when you're done.

- Hitting "OK" will bring you back to the "My Profile" page.
- IMPORTANT: You must click on the Submit button for your dates to be saved.

Please make sure to click the "Submit" button at the bottom of this page when finished.

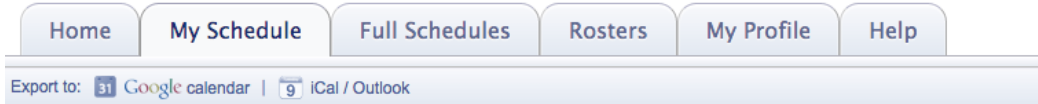
Submit

Review Schedule

- We'll let you know when a new schedule is posted. When we do, please review your assignments and add them to your own calendar.
- You can review your assignments at any time by logging into Ministry Scheduler and clicking the "My Schedule" tab



- On the My Schedule page, you can see all your upcoming assignments and request a sub if needed



Your Upcoming Assignments:

[Sunday, Oct 4, 11:15 AM - Acolyte \(request sub\)](#)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the [\(request sub\)](#) links above.

Children

- If you have a child who is also a minister, you can access their account (see their schedule, request subs, put in unavailability dates) by selecting their name from the upper-right corner of your account.

