

Ministry Schedule Information January 2011

The ministry schedule is always visible at the Ministry Scheduler Pro web terminal. Click the link below:

www.ministryschedulerpro.com?user=sfx

Enter your user name and password to login.

Click on "my schedule" to see **only** the dates **you** are scheduled.

Click "full schedule" to see the CURRENT, live schedule, or an upcoming schedule as it is available. (The spring 2011 schedule will be made live for viewing sometime near the weekend of January 22-23.)

Click on the "my profile" tab to change your personal information, or to indicate your Mass preferences.

For scheduling purposes, Mass preferences include not only the times of weekend liturgies, but also any special Masses within the schedule period, including Ash Wednesday, Fridays during Lent, Triduum observances, and Easter.

To be considered for scheduling at a special Mass, click the "add" button to select each date.

To report dates on which you are NOT available to serve, use the "can't serve" portion. You can select a single date, or a range of dates here.

Please remember to click the "SUBMIT" button before exiting!

Thank you for your dedication to liturgical ministry.