



# Managing Multiple Ministries

Ministry Scheduler Pro allows each ministry to use the scheduling model(s) that work best for them. Whether you roll out MSP to a few ministries at a time or plan on getting everyone started at once, use this guide to get each ministry - or scheduler - set up with the scheduling model of their choice in 3 easy steps:

1. **Determine which scheduling model each ministry will use.**
2. **Determine who will schedule each ministry and what type of access they need.**
3. **[Grant schedulers access.](#)**

What are the available scheduling models, and who can use them?

	Installation Admin	Web Admin	Leader
<b>Scheduling Models</b>			
Teams	Yes	Yes	No
Preassignments	Yes	Yes	Yes*
Manual Scheduling	Yes	Yes	Yes*
Auto-Scheduler	Yes	No	No
<b>Other Helpful Features</b>			
Edit volunteer profiles	Yes	Yes	Yes*
Request substitutes	Yes	Yes	Yes*
Add notes and resources	Yes	Yes	Yes*
Edit existing schedules	Yes	Yes	Yes*
Send emails and text messages	Yes	Yes	Yes*
Edit ministries and service times	Yes	Yes	No
Update services on a schedule	Yes	Yes	No
Process web forms	Yes	Yes	No
Create and edit family groupings	Yes	No	No
Create new schedules	Yes	No	No
Run reports	Yes	No	No

\* Only volunteers in the leader's ministry/ministries

**Note:** For some ministries that use rotations (including teams) or the auto-scheduler, it may be sufficient for the leader to be involved in the setup of the ministry and then another administrator can run the schedule for them. They can then view and make changes to the schedule as a Leader.

# Definition of Terms:

**Auto-Scheduling:** MSP's auto-scheduler uses ministry qualifications, can't serve times, family-related settings, preferred serving frequencies, and much more to fill all empty positions in a schedule in as fair and balanced a combination as possible.

**Manual Scheduling:** Place individual volunteers and their family members on a schedule in the exact date, time, and position where you want them to serve.

**Preassignments:** Individual volunteers can be set up in fixed, repeating scheduling patterns.

**Teams:** Volunteers who are grouped in a team will always be kept together when they are scheduled to serve. Teams can optionally be set up to rotate in fixed, repeating scheduling patterns.

## Make a Plan

Use the table below to document your answers to Steps 1 and 2.

Ministry	Scheduling Model(s)	Level of Access

**Example:**

Ministry	Scheduling Model(s)	Level of Access
Greeters (Shawn)	Rotating Teams	Web Admin
Children's (Megan)	Rotations followed by sign up	Leader
Readers (Greg)	Auto-scheduler (run by "Lead" admin)	Leader
Communion (Simon: "Lead" admin)	Auto-scheduler (run by "Lead" admin)	Installation and Web Admin
Music (Gwen)	Manual	Leader