

# MSP: Scheduling Features and Who Can Use Them

Ministry Scheduler Pro's flexible scheduling options allow each of your ministries and leaders to use the scheduling model(s) that work best for them. Use this guide to get each of your ministries 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 [administrator](#) and/or [Ministry Leader](#) access.

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

	Administrator	Ministry Leader
<b>Scheduling Models</b>		
Rotational Scheduling	Yes	No
Manual Scheduling	Yes	Yes
Auto-Scheduling	Yes	No
<b>Other Helpful Features</b>		
Make adjustments to the schedule	Yes	Yes*
Edit Service Plans	Yes	Yes*
Email volunteers	Yes	Yes*
View volunteer profiles	Yes	No <sup>+</sup>
Edit volunteer profiles	Yes	No
Create Teams	Yes	No
Create and Edit Family Groupings	Yes	No
Edit Ministries	Yes	No
Post Rosters and Schedules Online	Yes	No

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

*<sup>+</sup>Can set up a private roster, if desired*

**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 Ministry 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.

**Rotational Scheduling:** Individual volunteers or teams 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.

## Make a Plan

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

Ministry	Scheduling Model(s)	Level of Access Needed

Example:

Ministry	Scheduling Model(s)	Level of Access Needed
Greeters (Leader: Shawn)	Rotating Teams	Ministry Leader (administrator will run schedule for him and make small adjustments to the team members when needed)
Music (Leader: Gwen)	Manual	Ministry Leader
Children's (Leader: Megan)	Rotations followed by manual	Administrator
Readers (Leader: Greg)	Auto-scheduler	Ministry Leader (administrator will run schedule for him)
Communion (Leader: Simon)	Self-sign-up followed by auto-scheduler and manual adjustments	Administrator