

SILCC LECTOR TRAINING
Ministry Scheduler Pro (MSP) ON-LINE SCHEDULER GUIDELINES

INTRODUCTION

SILCC used a software program titled Ministry Scheduler Pro (MSP) to facilitate the scheduling of all lay Liturgical Ministers for our Masses at St. Ignatius. It communicates assignments to all the ministers on a regular basis. Rosters with contact information may be found on the website for the convenience of all involved. Below are the general instructions in using the MSP program:

1. YOUR PROFILE

- You receive a log in “password” when your Profile is first entered into the system. It is strongly recommended that you do not try to change your password, because if you should lose that new password, it will be impossible for the Office of Liturgy to assist in accessing the system.
- Please update your profile when necessary and especially when requested by e-blast to Lectors from the Office of Liturgy & Sacraments. Make sure all information is correct and up to date.
- If you have any concerns or questions, please call the Office of Liturgy or the Lector Coordinator. The COMMENTS section in your profile may be used to post any extra conditions or restrictions involving your assignments and ability to serve.
- Not everyone has given a phone number for the Lector Roster; there are times when it might be necessary for another lector to phone you to ask about an unforeseen/urgent need for a substitute. Please consider adding a phone number to your profile if you don't currently have your number listed. When you change a number, don't forget to make that adjustment on your profile and click the submit button to save the updated information.
- You may phone the office to ask for help with the profile or other web-related questions. Call SILCC – Office of Liturgy & Sacraments at 281-370-3401.

2. SCHEDULING

- Schedules are set up for a 3-month period. MSP will send an email out to all Lectors asking you to input any “cannot serve dates” or other special adjustments to your profile prior to initiating the new schedule. There will be a deadline by which you are to send in any changes, additions or deletions to your profile; shortly thereafter, you will receive the email with the link to look at the new Schedule for Lectors.
- NOTE: If you do not use email, it is YOUR responsibility to go to the office to pick up a schedule.

3. NUMBER OF ASSIGNMENTS

- Your input concerning “Mass Preferences” will affect the number of times you may be scheduled in a given period. If you restrict days/times, etc., you are less likely to be scheduled more than once or twice in that period. Please keep your profile updated with any changes in your schedule or contact information.
- By checking your email often, you will be able to respond to sub requests and serve more often.
- You may make special requests to the Office of Liturgy to be assigned on a date that you might want for a particular or special reason. You may or may not be able to get that assignment, but it doesn't hurt to ask.

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4. REQUESTING A SUB

- If you don't receive an email notification that your request has been filled by someone, it is still YOUR responsibility to try to find a sub. If the time of your assignment is approaching and you have never received a notice that your sub request for that particular assignment was filled by someone, you must make an effort to check the Lector Roster, as follows:
 - Using the MSP Lector Roster, call someone who serves that Mass time, and make telephone calls until you do find someone who will substitute for you. If you find someone by phone or in person who is willing to sub for your assignment, that person should then go on-line and accept that assignment, so that the Liturgy office is aware of this change, and if time permits to make that correction on the sign-in sheets which will be in the Ministry Room (or Lady Chapel for daily mass).
- If you request a sub for a date that is several weeks (or even months) away, it may happen that your sub request will remain "unfilled". MSP will re-send an email alerting everyone in the Active Roster that this particular sub request is still "unfilled." If still unfilled closer to the assignment day, the Office of Liturgy will generate another email listing any "open" assignments. From those communications, you will see the url (link) within the text that you need click on to access that assignment and accept the sub request.

5. TRADING OR "SWITCHING"

- Daily Mass - Please do not "trade/switch" with another person and merely make pencil notation on the check-in sheet/schedule that is on the table at the entrance to the Lady Chapel.
- Also, do not make an agreement with another Lector to trade/switch assignments without going to MSP to indicate that switch. Go on-line to MSP and input data indicating sub requests/changes or phone the Office of Liturgy to notify them of a change. The office prints up their check-in sheets based on the data posted on MSP.

6. BE CONSIDERATE OF OTHER LECTORS

- When you receive emails requesting substitutes, we ask that you please be considerate of others who may not get to serve very often. IF you have had the opportunity to serve more than a few times within a short period of time, please wait a day or two...or even longer (if time permits).....before accepting a sub request, to see if that request might be filled by someone else who hasn't had the opportunity to serve as much as you.

7. GOING INACTIVE

- If you wish to go "INACTIVE" for a period of time (longer than 2 weeks or so), please indicate that on your profile and/or call Office of Liturgy.
- While you are on the INACTIVE Roster, you will not receive any sub requests from MSP. Only Active Lectors may accept sub requests.

8. CHECK EMAILS FREQUENTLY

- Special and time-sensitive information may be sent from time to time by MSP. It is very helpful for all concerned if we each check our emails frequently!