



## *Parish Management Software*

*by Mass Intentions, Inc.*

### A Guide to your Volunteer Minister Personal Page

*Once registered and approved, you will be able to access your personal Ministry Scheduling page using the login link that will be provided by your parish volunteer coordinator or group leader.*

*Your ministry page will include the following tools/features:*

- **My Schedule** – Your upcoming assignments will be listed on your personal page. You will also see any days you have added to your availability list. There is a button to toggle between calendar and list view on the top right of this page. You can print your schedule by selecting the Print button at the top right side of the screen from either the calendar or the list view.
- **My Availability** – Navigate to this link to update your contact and availability information. A link to “Manage Blocked Days” can be accessed at the top right of this page. This option allows you to view and edit dates they have previously blocked and to enter dates for which they are unavailable to serve in the future.
- **Username Menu** options include:
  - View the assignments and blocked days for your family members
  - View the family schedule
  - View the full parish ministry schedule
  - Log Out
- **Making a Sub Request**
  - Navigate to your personal schedule (or to the schedule of a family member), if there is a ministry assignment that you will not be available to fill, click the Mass assignment and choose “Request a Sub” from the dropdown menu. Alternately, they can choose the appropriate “Request a Sub” button on the list view of their schedule.
- **Filling a Sub Request**
  - A MS navigation bar “Sub Request” link will appear when a new request has been made which you are eligible to fill. There will be a red circle near the link indicating the number of sub requests on the list.
  - You can fill the sub request if desired by clicking on the “Substitute” button for the desired ministry assignment. If approval is required for sub requests at your parish, this assignment will not be permanent until you are notified that it was accepted by parish staff.
- **Signing up for a “non-ordinary time” Mass**
  - A MS navigation bar “Mass Signup” link will appear when Mass assignments, which you are eligible to fill, become available. There will be a red circle near the link indicating the number of requests on the list.
  - Clicking that menu option will open up a list of Masses and roles which need to be filled. Select the one(s) that they would like to sign up for. These will now show up on your personal ministry schedule.

*MIO is honored to be working with your parish to streamline the scheduling and notification process for dedicated volunteers like you!*