



ROTUNDA  
SOFTWARE

## What is effective scheduling?

Effective scheduling is a method of  
saving time and frustration,  
and growing participation  
by streamlining how ministry assignments  
are determined and communicated.



## Why is active ministry participation so important?

- > Members to share their gifts in service to the community
- > Provides an avenue for spiritual growth
- > Connects the church community
- > Energizes your services
- > Increases contributions
- > Grows the church



## How can effective scheduling grow ministry participation?

- > Make participating easy by scheduling people at their preferred times.
- > Eliminate frustrating scheduling conflicts.
- > Send email (or SMS) reminders to drastically decrease no-shows.
- > Make it easy for people to cover for each other.



## Common Scheduling Models

- > **Self Sign-up**  
Individuals sign up online or at back of church
- > **Fixed Rotational**  
Teams or individuals are scheduled on a fixed rotation
- > **Availability-based rotation**  
Collect preferences and availability in advance and then generate fair schedules based on that information

MSP supports all three models.



## Most popular model?

The Availability model is the most common model used in ministry. Why?

- > The Self sign-up model results in unfilled positions, unfair distribution of positions, and some volunteers not scheduling themselves.
- > The Rotational model can lead to double scheduling. Doesn't accommodate each individual's time constraints.



## Common challenges with availability based scheduling

- > Efficiently collecting and tracking availability
- > Generating a fair schedule that honors requests
- > Coordinating schedules from multiple schedulers
- > Making sure people remember their scheduled dates
- > Finding subs without time consuming phone calls



## Consequences of not addressing these common challenges

- > Efficiently collecting and tracking availability
  - \* Wastes time and resources
- > Generating a fair schedule that honors requests
  - \* People get upset and pull back from serving
- > Coordinating schedules from multiple requests
  - \* Families get split up, people get double scheduled
- > Making sure people remember their scheduled dates
  - \* Leads to no-shows, stress at services, lax commitment
- > Finding subs without time consuming phone calls
  - \* The ministry head ends up on the phone



## Addressing common scheduling challenges with MSP

- > Efficiently collecting and tracking availability
  - \* Availability submitted online, preferences easy to track
- > Generating a fair schedule that honors requests
  - \* Auto-scheduler creates fair schedules that honor requests
- > Coordinating schedules from multiple requests
  - \* Families kept together, no double bookings, fair distribution
- > Making sure people remember their scheduled dates
  - \* Email reminders and online access keep volunteers informed
- > Finding subs without time consuming phone calls
  - \* Subs are found online quickly and easily



## MSP Demo

- > Demo how MSP addresses common scheduling challenges
- > Demo Emailer as a communication tool
- > Demo email reminders / online subs and updating preferences online
- > Web-based access for Ministry Leaders to manage ministry members
- > Liturgy Planner – posting readings for Lectors, hymnals and songs for Cantors and music ministers
- > Interactive Q&A with attendees.



## MSP implements effective scheduling

**Grow Participation**

- Scheduled properly
- Remember dates
- Find Subs
- Everyone Scheduled

**Save Time and Frustration**

- Automatic Schedules and Subs
- Less data entry work



## Free Trial



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