

# Ministry Scheduler™

*A flexible solution for scheduling masses.*

Easily coordinate and assign ministers for various functions at weekend or daily liturgies. PDS Ministry Scheduler is a customizable solution for scheduling masses, allowing the administrator to establish preferences and adjust for conflicts.

Problem to Solve:	PDS Ministry Scheduler Solution:
Parish schedulers need to schedule mass.	With PDS Ministry Scheduler, you can schedule mass and add a mass type. Only the fields you need are displayed for each mass type, and you can easily adjust the number of ministers needed for each mass.
Parish schedulers want to schedule ministers easily.	Specify days and times when ministers are unavailable and assign class types to ministers so they serve with those who have the same classifications. For those who serve in more than one ministry, assignments will automatically be rotated among the ministries they serve, or you can choose their direct assignments if needed.
Parish schedulers need to print and publish schedules for ministers.	PDS Ministry Scheduler allows you to print the mass schedule for a specified date range, including all ministries or any subset of them. You can limit the schedule to a particular mass type. You can also generate reports that show who received assignments and the number of assignments received.

## Key Features:

- Using the Minister Web App, ministers can access their schedule using their smartphone, accept or decline assignments, and pickup open assignments
- Set the number of ministers required for each mass type
- Specify days of the week, away periods, and times of day when ministers are unable to serve
- Suspend preferences for special masses
- Schedule family members for the same mass or disable family groupings
- Select an unlimited number of preferred masses for ministers to serve
- Group ministers together in minister class types
- Assign specific minister class types to each mass
- Design a custom report to print minister information lists
- Print mailing labels or individual schedule labels
- Print a list of ministers that prefer a particular mass
- Integrated with PDS Church Office™ and PDS Formation Office™
- Use the PDS Office Data Synchronization wizard to import members and their ministries from PDS Church Office or PDS Formation Office to keep information up to date

800.892.5202

[parishdata.com/ministryscheduler](http://parishdata.com/ministryscheduler)