

LITURGICAL MINISTER SCHEDULING USING THE ST. TIMOTHY WEBSITE

You use the St. Timothy website www.StTimothyLA.org to:

- Check your monthly schedule
- Maintain your contact information
- Indicate schedule availability
- Request substitutes and volunteer as a substitute

You will be provided a UserName and Password needed to access the part of the website reserved for Liturgical Ministers. You may change your password after you have logged-in for the first time.

How to Access the Scheduling Features on the Website

1. Visit the website at www.StTimothyLA.org
2. In the lower right corner, click on "Log-in to View Schedule and Update Preferences" in the **Liturgical Minister** section.
3. Enter your UserName and Password.
4. Select "My Schedule" to view your schedule, "Full Schedule" to view everyone's schedule, "Rosters" to obtain contact information for other liturgical ministers, and "My Profile" to view your contact information. You may change some of the profile information to keep it up-to-date.

How to Indicate When You Can't Serve

1. For "Can't Serve" dates in the current month or after the monthly deadline for the upcoming month (the 18th of the month), see "How to Request a Substitute."
2. Otherwise, log into the website as described above and select "My Profile."
3. Go to **Can't Serve Times/Dates** and click on "Add."
4. There are a variety of ways to indicate when you cannot serve. You can select individual days, blocks of time, etc.
5. Click "OK" if you are done or "OK + Add Another" if you have additional "Can't Serve" dates.

How to Request a Substitute (SWAP)

This feature provides you with additional flexibility when you need to find a substitute for masses at which you are assigned but can no longer serve. This feature will also notify you when another minister needs a substitute at time you have indicated you are available.

Although the feature is called "SWAP," it does not require that one minister switch places with another (i.e. "I'll take this time if you take that time"). It simply notifies others that you cannot serve and gives them the opportunity to volunteer. Obviously, if ministers wish to switch places, they may agree to do so, and this can be done by communicating directly with the minister originating the 'swap' request through the website. Only the swap requested through the website will be reflected on the posted schedule.

Until you receive a confirming email, you are still scheduled at that mass and are expected to show up. Also, the further in advance you ask someone to fill in for you, the better your chances of finding someone able to help.

If your offer to volunteer is accepted, you will receive a confirming email. If several people volunteer for the same swap, the person who volunteers first will receive the confirming email.

Please do not reply directly to the emails you receive regarding offers to swap or confirming; these emails are not monitored.

If You CANNOT Serve When Scheduled

1. Log into the website and select the "My Schedule" tab.
2. Next to your scheduled time, select "Request Swap" and an email will be generated notifying other ministers at that time that you need someone to volunteer. You can add a message (e.g. that you would be willing to take someone else's time).
3. If someone volunteers, you will receive a confirming email and you are no longer scheduled at that time.
4. *Until you receive a confirming email, you are still scheduled at that mass and are expected to show up.*

If You CAN Serve When a SWAP is Requested

1. If you receive a SWAP request that you are willing to accept, either use the "Volunteer Now" link in the email or go to www.StTimothyLA.org and navigate to the "My Schedule" tab. You will see a list of requested swaps.
2. Select "Volunteer Now" and an email will be generated confirming that your offer to swap has been accepted.
3. If several people volunteer for the same swap, the person who volunteers first will receive the confirming email.
4. If you actually want to switch times with someone, please propose the change directly to the person requesting the original "SWAP."