

# PDS *MinistryScheduler*™

## Flexible solution for scheduling masses.

PDS Ministry Scheduler eases the task of coordinating and assigning ministers for various functions at weekend or daily liturgies. Ministry Scheduler is a flexible and customizable solution for scheduling masses, allowing the administrator to establish preferences and adjust for conflicts. Take the chaos out of ministry scheduling with PDS Ministry Scheduler.



### USES

- Designate permanent, daily, and special masses or liturgies.
- Assign up to 15 liturgical ministry roles and up to 1,000 total ministers to the 15 ministries.
- Quickly accommodate for minister preferences and changing mass schedules.
- Create schedules then simply review and adjust for conflicts without difficulty.
- Effortlessly output data into custom reports, mailing labels, or telephone contact sheets.
- Readily publish weekly schedules for viewing by church staff and volunteers.

### DISTINCTIONS

- Flexible
- Easy to Use
- Integrates with PDS Church Office™

### WHAT'S NEW

- Integration and synchronization with PDS Church Office version 5.0B or later
- Updated User Guide available in Adobe® PDF format

### FEATURES

#### Customizable Program Options to Help Save Time

- Before entering ministers and masses, you can customize the program to eliminate redundant data entry for shared family information and frequently entered cities and states. This also helps reduce data entry errors.
- Modify mass labels and ministry names to mirror the terminology used in your parish.
- Specify time-of-day ranges, preference management, and tailor scheduling options.
- Define and assign an attribute or class name to a group of ministers. Later, use this descriptor to schedule ministers from a specific group or to filter for a ministry type.

#### Straightforward Mass Set Up

- For each mass entry, select the type of mass. The program window adjusts to display only the fields needed for the type of mass entered.
- The program automatically names the mass for you, but the parish scheduler can rename the mass if preferred.
- The parish scheduler can easily adjust the number of ministers required for each mass.

#### Simple Data Synchronization of Ministers

- Ministry Scheduler has the ability to use data you have saved in PDS Church Office 5.0B or later.
- Use the PDS Ministry Scheduler Synchronization Wizard to quickly and easily export members and their ministries from Church Office to Ministry Scheduler. If synchronization is not an option, the parish scheduler can manually enter ministers and their ministries.

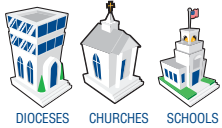
#### Complete Options for Setting Preferences and Rules for Scheduling

- For each minister, specify days of the week, away periods, and times of day when ministers are unable to serve because of work, vacation, or other commitments. You can also suspend preferences for special masses, such as Christmas Midnight Mass.
- Schedule family members for the same mass. Family groupings may also be disabled if serving at the same mass is undesirable.
- Select up to three preferred masses at which to serve. To help avoid staffing conflicts, a minister can also specify up to three particular masses or groups of masses for which he or she should not be scheduled.



# PDS *MinistryScheduler™*

## TOTAL INTEGRATED SOLUTIONS



DIOCESES CHURCHES SCHOOLS

•		DioOffice™
•		Development Connection™
•		DioView™
	•	Church Office™
		School Office™
		HeadMaster® Software
	•	Formation Office™
	•	Ledger™
	•	Ledger/Payroll™
	•	Facility Scheduler™
	•	<b>Ministry Scheduler™</b>
	•	Extend Platform™
	•	LiveStor™

### Effortless Scheduling

- If a member serves in more than one ministry, assignments will be rotated among the ministries for which the person is commissioned. Realizing, however, that there are times when an equitable assigning of ministers is not desired, you can indicate three direct assignments for each minister. You can also group ministers to serve together.
- There are three types of masses in a church's schedule: permanent masses that are celebrated the same time each weekend, daily masses that are celebrated during the week, and special masses such as the Easter Vigil Mass that occur at a specific time and date. Because different groups of people can be assigned to each of these masses for each minister, you can indicate the type of mass to which they are permitted to be assigned.
- For each mass in your schedule, you can assign a specific minister class type to it. By assigning ministers to a class type and a class type to each mass, you can ensure that only ministers in the same classification will receive assignments at the mass. For example, you can assign 6<sup>th</sup> grade ministers as altar servers for the same mass.

### Publish Schedules and More

- Print the mass schedule for a specified date range and include all of the ministries or any subset of them. You can also limit the schedule to a particular type of 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.
- Generate reports that show who received assignments and the number of assignments received.

### Comprehensive Support and Training Options

- Preferred Client Program offers free software upgrades, unlimited access to well-trained, knowledgeable support representatives during business hours, and 24/7 access to the online Knowledge Base — plus much more.
- Training options for PDS products (available for additional fee) include classroom training, 1-2-1 online training, and self-paced training classes.

## SYSTEM REQUIREMENTS

- Microsoft® Windows Vista™, XP SP (Service Pack) 2, 2003 SP1, or 2000 SP4 operating system.
- Intel® Pentium® processor or equivalent. A 1.5 GHz processor or higher is recommended.
- 256 MB or more RAM (memory). 1 GB is recommended.
- 150 MB available disk space. More storage might be required depending on the number of records you track. PDS products create data backups automatically; these backups require additional space.

Network (LAN), Terminal Server, and other hardware considerations available online or upon request.

- For each minister, you can indicate the maximum number of ministries per week for which they may be scheduled. The program limits the number of ministries a person can perform to one per day.
- Liturgies or masses are ordered chronologically with attention to an individual minister's time and changing mass schedules.



800.892.5202

[www.parishdata.com/products](http://www.parishdata.com/products)

Since 1978, Parish Data System has been the leading developer of Catholic management software solutions by meeting the needs of over 8,000 parishes, schools and dioceses worldwide. In 2004, PDS joined forces with another church management software leader, ACS Technologies, combining strengths and staff to offer the industry's best support and training along with the broadest line of church management software solutions. PDS software is used by many of the parishes in dioceses throughout the United States making it the top choice for Catholic management software and services. PDS continues to develop new technology solutions that aim to enable accurate data management, increase communications, and empower growth within Catholic organizations.