

1. Accommodate

Prior to generating the schedule, make it easier for your volunteers to participate.

- ◆ Collect service time preferences, availability, and exceptions.
- ◆ Make sure families can always serve together (or separately, as preferred).
- ◆ Easily acknowledge your volunteers' most intricate scheduling needs.



2. Schedule

When it comes time to generate a schedule, save time and ensure results.

- ◆ Produce absolutely fair, personalized ministry schedules in minutes.
- ◆ See at a glance when and how often each person is scheduled.
- ◆ Print schedules in a variety of professional, easy to read layouts.

An Effective Scheduling Cycle

www.MinistrySchedulerPro.com



Give volunteers the option of submitting their preferences and availability for the next scheduling cycle online.

4. Connect

Give volunteers the option of interactive web-based access to their schedules.

- ◆ Enable volunteers to instantly view their schedule from anywhere.
- ◆ Allow volunteers to easily find substitutes and make swaps online.
- ◆ Enable volunteers to fill positions that have not yet been scheduled online.

3. Communicate

Use email to save money and drastically increase communication.

- ◆ Send full schedules through email instead of postal mail.
- ◆ Send weekly reminders so volunteers always know when they are scheduled.
- ◆ Stay connected with personalized bulletins that your volunteers notice.