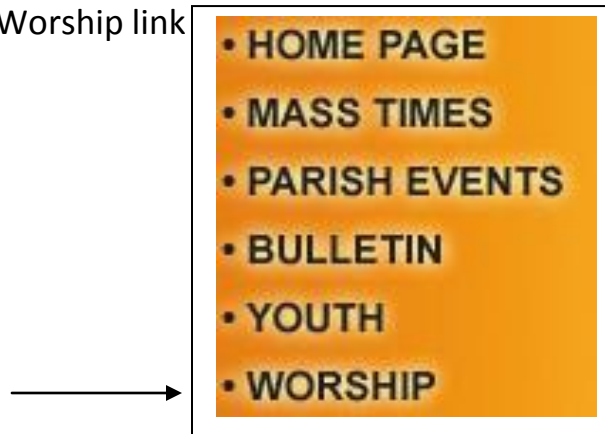


ACCESSING MINISTRY SCHEDULE PROGRAM

To access the on-line liturgical ministry schedule program all you have to do is have access to the internet. The ministry schedule program is on the St. Bernard web page. This program is an on-line way to see your individual ministry schedule and the full schedule for all ministries and all Masses for a specified period. Below identifies the navigation to the program.

1. Navigate to the parish web page. www.stbernardappleton.org
2. Click on the Worship link

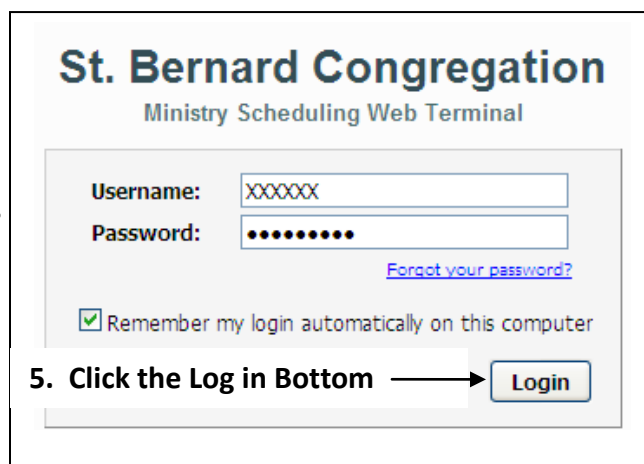


3. Scroll about ¾ down the page to the Liturgical Minister Schedule
Click on the Liturgical Minister Schedule



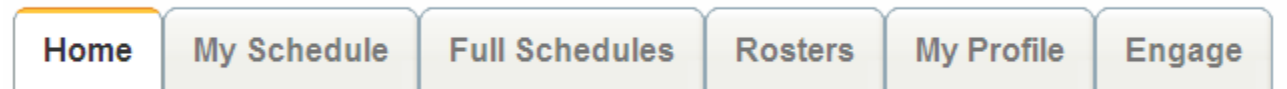
4. Enter your username and password in the correct boxes on the St. Bernard Congregation ministry scheduling web terminal.

If you have changed your password, it will not be reflected in this document.



5. Click the Log in Bottom →

You are now in the ministry schedule program. There are six tabs at the top of the page.



- **Home tab** is a basic welcome page. At the end of this page it will list the Mass dates and times that have a vacant spot. If you are able to help on any of these dates, all you have to do is click the “Volunteer Now” and that will send a message to the administrator (Rhonda). You will receive an e-mail within a few days indicating if that spot is filled or if your request was processed. By hitting the “Volunteer Now”, that does not automatically place your name in the spot.

Sunday, Nov 28, 8:30 AM: Advent I - Hospitality Greeter [\(volunteer now\)](#)
Sunday, Nov 28, 10:15 AM: Advent I (Choir) - Eucharist [\(volunteer now\)](#)

- **My Schedule tab** reflects the dates and Mass times you are scheduled to minister. It will indicate all ministries you are scheduled for.

Sunday, Nov 21, 8:30 AM: Christ The King - Lector
Sunday, Nov 21, 8:30 AM: Christ The King - Hospitality Greeter
Sunday, Nov 21, 8:30 AM: Christ The King - Eucharist

- **Full Schedules tab** will provide you with the link to access the complete schedule for all dates and Mass times. You will need to click on the schedule you wish to access.

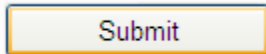
[Schedule Oct 2 - Dec 19, 2010](#)

This date will change based on the calendar

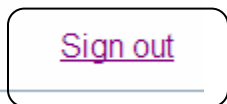
- **Rosters tab** provides the names and information on all ministers in your area. If you are involved in more than one ministry you will need to click on the specific roster for that ministry.

[Altar Assistants](#)
[Sacristans](#)
[Communion Ministers](#)
[Greeters](#)

- **My Profile Tab** is the last tab and it has the personal information and settings we have on file for you. This information is separate from the Parish Data System. The information is only shared with other liturgical ministers in your area. It is not shared with another third party source. This page is where you can change your profile settings, change your password and send information to the administrator (Rhonda). Note: If you change your password, please make sure you write it down because there will be no record of the new password. PLEASE MAKE SURE YOU CLICK THE SUBMIT BUTTON WHEN SENDING INFORMATION TO THE ADMINISTRATOR.



6. Printing – You will be able to print information from any of the tabs. You will just need to print from your browser.
7. When you are finished reviewing your scheduling information, it is very important that you Sign out of the program. All you have to do is click on the “Sign Out” button at the top of the page.



PLEASE CONTACT RHOND USCHAN AT ruschan@stbernardappleton.org or 920-739-0331 if you need assistance with the ministry schedule.