



HOW TO USE MY ROTAS

My Rotas Overview

The 'My Rotas' section displays all your upcoming serving commitments. You'll only see the 'My Rotas' page if you have future serving dates on a current published church rota, or if there are rotas published that you can sign up to, or if you are a ministry overseer.

Next serving

At the top of the 'My Rotas' page, it will show you the dates of when you are next serving (see below), as well as your team and role position.

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April	
25 APR	ChurchSuite Support PM Wednesday
29 APR	Children's Registration Team Sunday
29 APR	ChurchSuite Support AM Sunday

Dates shown in red indicate a rota date clash. Some clashes are legitimate - it's perfectly possible to be on multiple teams in a Sunday service! Some clashes, however, might require you to swap, or to ask to be removed from serving.

Dates shown in red strikethrough indicate 'unavailability' that you've scheduled and where your ministry overseer has not yet replaced you on the rota. When you add unavailability, you might see entries in your 'next serving' section change to red strikethrough - that happens when you're already on a rota and either you need to swap with someone else, or your ministry overseer now needs to remove/replace you on the rota.

Unavailability

Scrolling down the 'My Rotas' page further is the Unavailability section. Here you can add your unavailability - perhaps holidays or known dates when you won't be available to serve. Adding unavailability sets you as unavailable for all rotas in that range of unavailable dates - *it's not possible to set yourself unavailable for one rota but available for another - in that scenario you'd need to liaise with your ministry overseer.*

Unavailability

Unavailability

May

26
MAY
Unavailable
26-May-2018 → 03-Jun-2018 - All Day

June

23
JUN
Unavailable
23-Jun-2018 → 24-Jun-2018 - All Day

July

07
JUL
Unavailable
07-Jul-2018 → 08-Jul-2018 - All Day

By adding unavailability overseers can manage rotas much more effectively; planning ahead and identifying gaps and shortages ahead of time. Unless your overseer has already encouraged everyone to add their unavailability, we encourage you to still communicate with them to let them know if you have added unavailability, especially if added at short notice. *Note that adding unavailability doesn't send a notification to the rota overseer. Also, you cannot edit unavailability once it has been added, but you can remove it and add new unavailability, if applicable.*

Viewing rotas

Below the 'Unavailability' section is a list of all the rotas that you are set to serve on. Once a rota lapses or your final serving date on a rota passes, the rota will disappear from the list. Rotas with a green traffic light on the right-hand side are published rotas - the rota is live and visible to all rota members.

Rotas

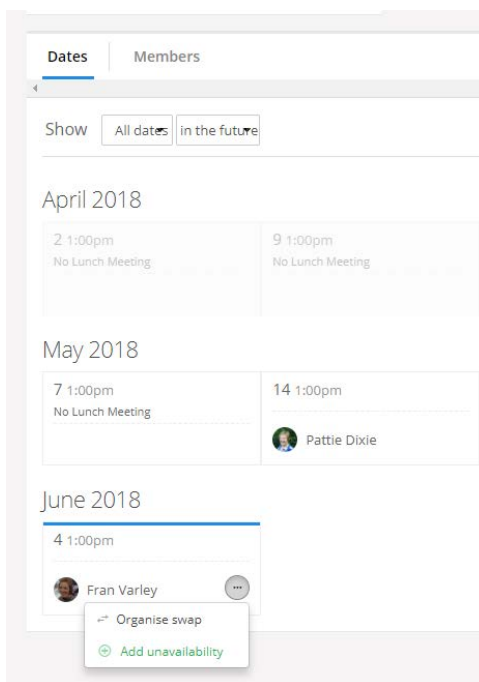
★ Children's Registration Team
Jan → Apr 2018

★ Reading Team 6:30pm
Feb → Jun 2018

★ Welcome Team 11.15am
Feb → Jun 2018

★ Welcome Team 9.15am
Feb → Jun 2018

Clicking into a rota displays the rota dates and the members and roles serving on those dates. It is also possible for rota members to sign up to future dates on the rota, to organise swaps with others and to add your unavailability.



Organising a swap

Selecting 'Organise swap', allows you to record details of the person with whom you have already made arrangements to swap with - you can't 'inflict' a swap on someone! Also, you can only process a swap with people who are an existing rota member or member of the underlying ministry. Select their name from the 'Swap with' drop-down list, and then add details of any 'Return swap' you may have agreed. Saving the changes will update the rota immediately.

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Staff Lunch (04-Jun-2018)

[Save Changes](#) or [Cancel](#)

Organise swap

Team	Staff Lunch
Date	04-Jun-2018
Swap with	<input type="text" value="-- Select person --"/>
	Select the person you're swapping with.
Return swap	<input type="text" value="-- Select person --"/>
	If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s)

[Save Changes](#) or [Cancel](#)

After adding a rota swap, an email confirmation will be sent to you confirming you are no longer serving on that date, and to the swapee confirming to them that they are now serving on that date, including a note of their role(s) on that date. A further email is sent to the ministry overseer advising the swap transaction.

Note that it's not possible for rota members to edit their roles - this is an overseer function that must be amended on a rota by them. When swapping, a swapee will inherit the same role(s) as the swapper. If in doubt, contact your overseer to advise them what is happening and let them update the rota for you, as they have further functionality that allows them to manage team member roles from within My ChurchSuite.

Some rotas will have sign-up enabled so overseers might publish empty or part-completed rotas, and then invite ministry members to sign up to future dates based on their availability. It's a great way of recruiting and helps team members too, because they can manage their serving commitments based on their known availability. You can sign up to a rota date whenever you see "Sign up for this date" on the rota.

Rota functionality for ministry overseers

Overseers have full rota management functionality within My ChurchSuite. If you're an overseer you'll be able to: -

- Manage teams, team members and roles within your ministry, including adding/removing members to teams and assigning roles to team members.
- Create draft rotas, publish and distribute them.
- Manage rota members on the rota page, including adding/removing people from rota dates, swapping people, and adding/removing dates on the rota.
- Add notes to dates on the rota, to communicate important information for rota members about something happening on that date.
- Enable rota sign-up and manage maximum sign-up numbers for individual dates or the entire rota.
- Add and manage unavailability for all serving team members and themselves.
- Receive clash notifications and manage responses.