

St. Alphonsus Liguori Homepage www.zionsvillecatholic.com

The image shows two screenshots of the St. Alphonsus Liguori Catholic Church website. The top screenshot shows the homepage with a navigation menu. A blue arrow points to the 'MASS' link in the menu. Another blue arrow points to the 'Liturgical Schedules' link in a dropdown menu that appears under 'MASS'. The bottom screenshot shows the 'Liturgical Schedules' page. A blue arrow points to the 'Ministry Volunteer Login' link in the 'Links' section.

Homepage Navigation:

- HOME
- ABOUT US
- MASS
- FAITH FORMATION
- MINISTRIES
- PARISH LIFE

Liturgical Schedules Dropdown:

- Liturgical Schedules
- Welcoming Children
- Ordinary Time
- Jubilee Year of Mercy

Liturgical Schedules Page Content:

Mass

- Liturgical Schedules
- Welcoming Children
- Ordinary Time
- Jubilee Year of Mercy

Links

- Current Ministry Schedule
- Ministry Volunteer Login
- New Liturgical Minister Registration

News

- An Evening of Guided Meditation

Mass Times

"The celebration of Holy Mass is as valuable as the death of Jesus on the cross."
- Saint Thomas Aquinas

SAT:	5:30 PM
SUN:	8:00 AM 10:30 AM 5:00 PM
MON:	6:30 AM 9:00 AM
TUE:	9:00 AM (The Holy Rosary is prayed following this Mass).
WED:	9:00 AM 6:00 PM (The Holy Rosary is prayed following this Mass).
THU:	9:00 AM
FRI:	6:30 AM 9:00 AM
SAT:	7:30 AM

Reconciliation Times

WEDNESDAY:	6:30 PM to 7:00 PM (following 6 p.m. Mass)
SATURDAY:	8:00 AM to 8:30 AM 4:30 PM to 5:00 PM (or by private appointment)

This will transfer you to an external site (rotundasoftware.com).

Using the Ministry Scheduler Software

St. Alphonsus Liguori Catholic Church

Ministry Scheduling Login

Username:

Password:

Remember me on this computer

Login

If you don't know your password, [click here](#) and we'll send you an email to reset it.

Don't have an account yet? [Sign up now](#)

[Forgot your username or password?](#)

TIP iPhone & Android app now available!

Download **Ministry Scheduler Pro** from the app store on your mobile device and enter your Organization ID

Powered by [Ministry Scheduler Pro](#).

© 2005-2016 [Rotunda Software, LLC](#).

The organization ID will already be filled in, but if you arrive on the page or in the mobile app without it:

Organization ID

Use the webpage to create an account.
After you have an account/login, you can use the webpage or the mobile app.

<http://www.rotundasoftware.com/ministry/stalphonsusliguori>

Creating a New Account

https://secure.rotundasoftware.com/enrollment/stalphonsusliguori

ST. ALPHONSUS LIGUORI CATHOLIC CHURCH

Please enroll by completing the following form and then clicking the Submit button. Please remember that you **must** click the **Submit button** at the bottom of this page for your enrollment to be processed.

General Information

First name: Last name:

Phone: Cell:

Address:

Email:

Email me reminders days before my scheduled dates

Send me emails when people submit sub requests I can accept

Please make sure to click the "Submit" button at the bottom of this page when finished.

Fill in your (child's) information.

Ministries & Scheduling

Please indicate the ministries in which you are interested by selecting them and then clicking "Add".

Available ministries

- Reader - Prayer Announcer
- Reader - Reader 1
- Reader - Reader 2
- EMHC - P1
- EMHC - P2
- EMHC - C
- EMHC - EMHC
- Altar Server
- Knights of the Holy Temple - MC
- Knights of the Holy Temple - Knights

My ministries

Select ministries and click the "Add" button.

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

Click the "Add" button to add a service preference.

Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Click "Altar Server" And select "Add >>" (you can serve in more than one ministry)

Ministries & Scheduling

Please indicate the ministries in which you are interested by selecting them and then clicking "Add".

Available ministries

- Reader - Prayer Announcer
- Reader - Reader 1
- Reader - Reader 2
- EMHC - P1
- EMHC - P2
- EMHC - C
- EMHC - EMHC
- Altar Server
- Knights of the Holy Temple - MC
- Knights of the Holy Temple - Knights

My ministries

Select ministries and click the "Add" button.

Altar Server description: This ministry is for anyone from Grade 4 and older who wishes to serve and assist the priest at Mass. Three altar servers are usually scheduled at each weekend Mass.

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

Click the "Add" button to add a service preference.

Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Creating a New Account

Available ministries

- Reader - Prayer Announcer
- Reader - Reader 1
- Reader - Reader 2
- EMHC - P1
- EMHC - P2
- EMHC - C
- EMHC - EMHC
- Altar Server**
- Knights of the Holy Temple - MC
- Knights of the Holy Temple - Knights

My ministries

Select ministries and click the "Add" button.

Altar Server description: This ministry is for anyone from Grade 4 and older who wishes to serve and assist the priest at Mass. Three altar servers are usually scheduled at each weekend Mass.

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

Click the "Add" button to add a service preference.

Schedule me **only** at the services in this list

Ministries & Scheduling

Please indicate the ministries in which you are interested by selecting them and then clicking "Add".

Available ministries

- Reader - Prayer Announcer
- Reader - Reader 1
- Reader - Reader 2
- EMHC - P1
- EMHC - P2
- EMHC - C
- EMHC - EMHC
- Knights of the Holy Temple - MC**
- Knights of the Holy Temple - Knights
- Altar Server or Knight

My ministries

Altar Server

Knights of the Holy Temple - MC description: [No description available.]

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

Click the "Add" button to add a service preference.

Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

The 1st Sun of the month, 8:00 AM (Nave)

The 1st Sun of the month, 10:30 AM (Nave)

The 1st Sun of the month, 5:00 PM (Nave)

The 1st Sat of the month, 5:30 PM (Nave)

The 2nd Sun of the month, 8:00 AM (Nave)

The 2nd Sun of the month, 10:30 AM (Nave)

The 2nd Sun of the month, 5:00 PM (Nave)

The 2nd Sat of the month, 5:30 PM (Nave)

The 3rd Sun of the month, 8:00 AM (Nave)

The 3rd Sun of the month, 10:30 AM (Nave)

The 3rd Sun of the month, 5:00 PM (Nave)

The 3rd Sat of the month, 5:30 PM (Nave)

The 4th Sun of the month, 8:00 AM (Nave)

The 4th Sun of the month, 10:30 AM (Nave)

The 4th Sun of the month, 5:00 PM (Nave)

The 4th Sat of the month, 5:30 PM (Nave)

The 5th Sun of the month, 8:00 AM (Nave)

The 5th Sun of the month, 10:30 AM (Nave)

The 5th Sun of the month, 5:00 PM (Nave)

The 5th Sat of the month, 5:30 PM (Nave)

You will see "Altar Server" appear under "My ministries"

Then click the "Add..." button to select your Mass preferences.

(As a service to the parish, please select all the Mass times that you are able to attend. You will be scheduled only for your preferred times, and you will only receive sub requests for those Masses.)

Please select all 5 weeks of your preferred Mass time.

This does not mean that you will be scheduled for 4-5 Masses per month!

Creating a New Account

Reader - Prayer Announcer
Reader - Reader 1
Reader - Reader 2
EMHC - P1
EMHC - P2
EMHC - C
EMHC - EMHC
Altar Server
Knights of the Holy Temple - MC
Knights of the Holy Temple - Knights

Select ministries and click the "Add" button.

Altar Server description: This ministry is for anyone from Grade 4 and older who wishes to serve and assist the priest at Mass. Three altar servers are usually scheduled at each weekend Mass.

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

Click the "Add" button to add a service preference.

Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Next, please add your **"unavailable dates / times"** This is VERY important. It will keep you from being scheduled for those Masses.

Liturgical Schedules | Enrollment - St. Alphonsus

<https://secure.rotundasoftware.com/l/enrollment/stalphonsusliguori>

Please indicate the ministries in which you are interested by selecting them and then clicking "Add".

Available ministries

Reader - Prayer Announcer
Reader - Reader 1
Reader - Reader 2
EMHC - P1
EMHC - P2
EMHC - C
EMHC - EMHC
Knights of the Holy Temple - MC
Knights of the Holy Temple - Knights
Altar Server or Knight

My ministries

Altar Server

Knights of the Holy Temple - MC description: [No description available]

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

The 1st Sunday

Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Edit Unavailable Time

I am not available

Do not schedule me

In any of the ministries in which I am qualified to serve

Only in the ministry

Repeat this can't serve time every year during the specified date range

Cancel OK & Add Another OK

Use the pull downs and calendars to fill in dates.

Edit Unavailable Time

I am not available from to

Do not schedule me at this time:

In any of the ministries in which I am qualified to serve

Only in the ministry

Repeat this can't serve time every year during the specified date range

Cancel OK

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Creating a New Account

Knights of the Holy Temple - Knights

Please indicate all services at you would prefer to serve by clicking the "Add..." button.

Service preferences

Click the "Add" button to add a service preference.

Add...
Remove
Options

Schedule me **only** at the services in this list

Please indicate all times at which you are unavailable to serve by clicking on the "Add..." button.

Unavailable dates / times

Click the "Add" button to add a can't serve time.

Add...
Remove

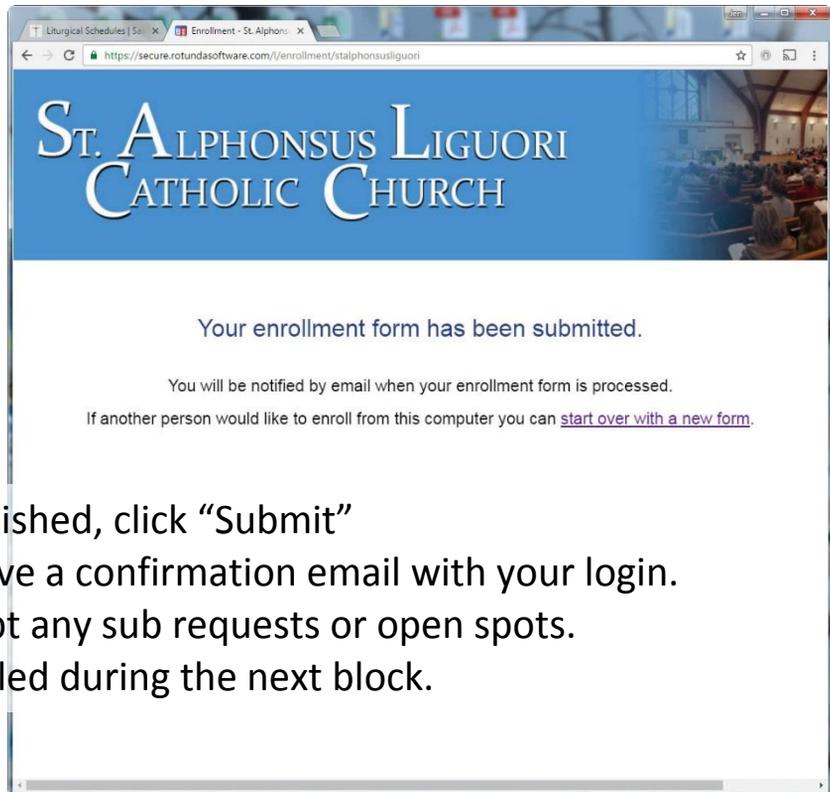
Please make sure to click the "Submit" button at the bottom of this page when finished.

Additional notes or comments

Please List your preferred Mass time here! and any other comments or questions.

Please make sure to click the "Submit" button at the bottom of this page when finished.

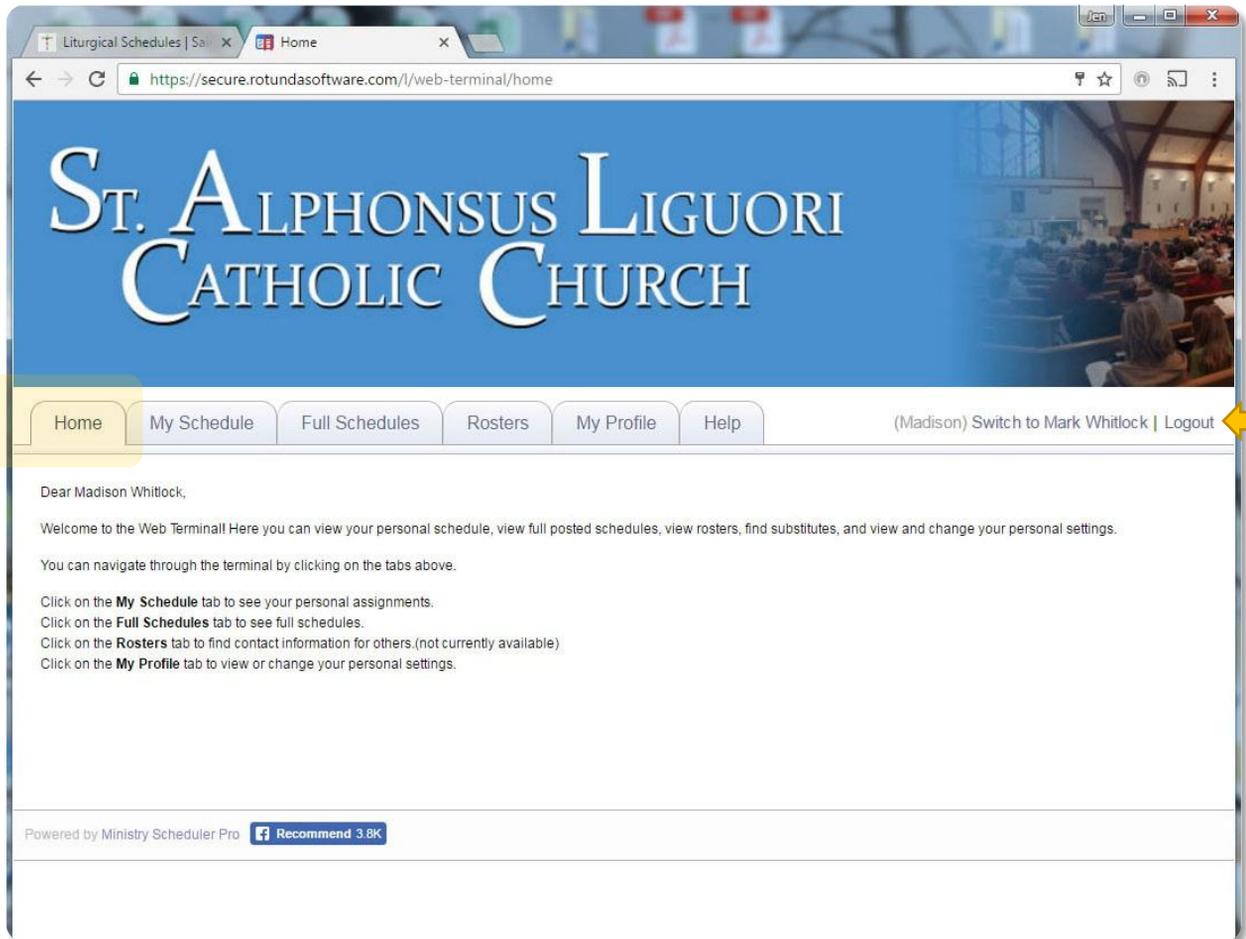
Submit



When you have finished, click "Submit"
You will then receive a confirmation email with your login.
You can now accept any sub requests or open spots.
You will be scheduled during the next block.

**You can come back and update your profile and preferences at any time!
Click the "My Profile" tab.**

Volunteering and Updating Your Information



Your login account name, and others in your family.
Easily switch to schedule other family members.

Volunteering and Updating Your Information

St. ALPHONSUS LIGUORI
CATHOLIC CHURCH

Home My Schedule Full Schedules Rosters My Profile Help (Madison) Switch to Mark Whitlock | Logout

Export to: Google calendar | iCal / Outlook

You are scheduled to serve at the following times.

[Sunday, Oct 23, 10:30 AM: Thirtieth Sunday in Ordinary Time \(Nave\) - Altar Server \(request sub\)](#)
[Saturday, Oct 29, 5:30 PM: Thirty-first Sunday in Ordinary Time \(Nave\) - Altar Server \(request sub\)](#)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the (request sub) links above.

Substitute requests have been made at the following times. To volunteer to fill a position, click on the (volunteer now) link.

[Sunday, Oct 9, 10:30 AM: Twenty-eighth Sunday in Ordinary Time \(Nave\) - Altar Server \(volunteer now\)](#)
Sub requested by: Logan Seiler
Comments: Scouts Fall Camporee, out of town

Powered by Ministry Scheduler Pro Recommend 3.8K

My Schedule Tab

Your current schedule with links to the scheduled item and substitution requests.

Open substitution requests with links directly to accept the position

Navigate to this webpage on you mobile phone or on your computer and you can subscribe to this calendar
Subscribed calendars will automatically update, but are not editable.

Volunteering and Updating Your Information

Full Schedules Tab

St. ALPHONSUS LIGUORI CATHOLIC CHURCH

Home My Schedule **Full Schedules** Rosters My Profile Help (Madison) Switch to Mark Whitlock | Logout

Readers, EMHCs, Altar Servers, Knights of the Holy Temples, Ushers, Sacristans, Music Ministry and Cantors Sep 1 - Nov 1

Sunday, September 25 : Twenty-sixth Sunday in Ordinary Time

	Reader	EMHC	Altar Server	Knights of the Holy Temple	Usher	Sacristan
Sunday, 8:00 AM (Nave)	John Noel - PA Robin Damm - R1 Jacqueline Noel - R2	Tim Youngs - P1 Cathy Youngs - P2 Mark DeCarlo - C Terie G Thompson - EMHC Kathy Kinzel - EMHC Charlotte Matusiak - EMHC DEACON PLACEHOLDER - EMHC Megan DeVelvis - EMHC Matt Brown - EMHC		VOLUNTEER NOW - KHT	Dennis Matusiak Dick Williams Bob Wahlstrom Andy Damm	Betsy Damm
Sunday, 10:30 AM (Nave)	Andrew Auersch - PA Mary Kelly - R1 Frank Violi - R2	Jack O'Brien - P1 Kim Reinhart - P2 Peg Lupinski - C Rose Means - EMHC Sandy Lehnen - EMHC DEACON PLACEHOLDER - EMHC Adrienne Carisch - EMHC Maggie Seiler - EMHC	Gianfranco Gonzales Madison Whitlock Logan Seiler	VOLUNTEER NOW - MC	Mark Whitlock Jay Hermacinski Terry Spartz VOLUNTEER NOW	Sandy Lehnen
8:00 AM (Nave)		Aggie Weber - EMHC Charlotte Matusiak - EMHC Deb Easterday - EMHC Karen Hoaglund - EMHC Andy Damm - EMHC				
Sunday, 10:30 AM (Nave)	Katie Swanson - PA (sub requested) Matt Kincaid - R1 Pia Meyers - R2	Peg Lupinski - P1 Leanne Gilmore - P2 Maggie Seiler - C Amy Wagner - EMHC DEACON PLACEHOLDER - EMHC Robin Damm - R2		Emma Hermacinski Wyatt Seiler Logan Seiler (sub requested) - ACCEPT	VOLUNTEER NOW - M	
Sunday, 8:00 AM (Nave)	Josie Haydock - PA YOUTH PLACE HOLDER	Katie Swanson - P1 Matt Kincaid - R1 Pia Meyers - R2	Jerry Maier - C Mark DeCarlo - EMHC Aggie Weber - EMHC			
Sunday, 5:00 PM (Nave)	Josie Haydock - PA YOUTH PLACE HOLDER 1 - R1 Kathy Rieke - R2		Joyce Horton - P1 Colleen Anders - P2 YOUTH PLACE HOLDER 3 - C Jan Hornaday - EMHC Pia Meyers - EMHC			

Accept substitute request

Position: Sunday, Oct 9, 10:30 AM: Twenty-eighth Sunday in Ordinary Time (Nave) as Altar Server

For: Logan Seiler

Comments: Service Plan Complete, out of town

I would like to take on this position for Logan Seiler without a trade.

I would like to trade Logan Seiler this position for one of my scheduled positions.

Your comments:

Nevermind Accept sub request

Your name will appear in green.
You can click "ACCEPT" on any open position.

Volunteering and Updating Your Information

Rosters Tab

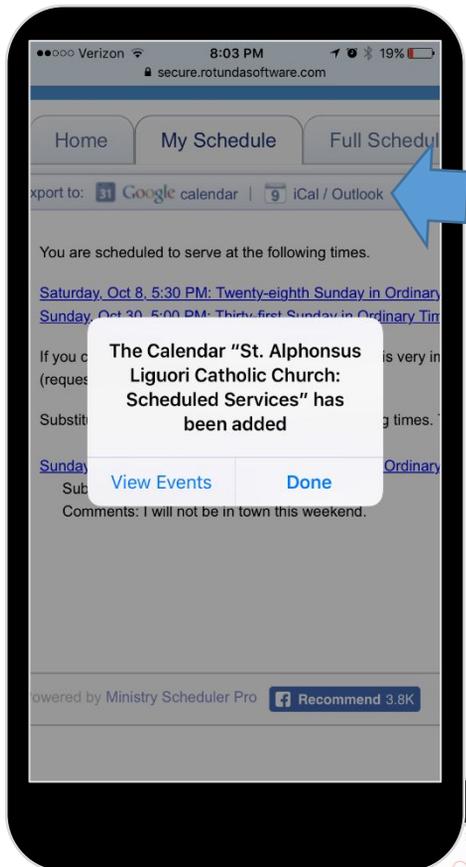
Use these rosters to contact other people in your ministries.

- [Reader Roster](#)
- [EMHC Roster](#)
- [Altar Server Roster](#)
- [Usher Roster](#)
- [Sacristan Roster](#)
- [Cantor Roster](#)

If you need to contact someone to fill your spot, contact information can be found here.

Last name	First name	E-mail	Phone	Service preferences	Can't serve times	Scheduled services
Boehm	Noah	siboehm@iupui.edu	(317) 344-3141			10/8/16 5:30 PM - EMHC - EMHC; 10/15/16 5:30 PM - EMHC - EMHC; No scheduled times.
Brake	Kaitlyn	stormi@werbrake.com	(317) 409-4905		8/14; 10/16; 10/23; 11/6; 11/27; 12/18	10/16/16 5 PM - Altar Server
Brake	Mia	stormi@werbrake.com			8/14; 10/16; 10/23; 11/6; 11/27; 12/18	10/2/16 5 PM - Altar Server;
Busse	Annie	sue.busse@gmail.com	(317) 733-3841			10/16/16 8 AM - Altar Server
Busse	Billy	sue.busse@gmail.com	(317) 733-3841			10/16/16 8 AM - Altar Server
Busse	Lizzie	sue.busse@gmail.com	(317) 733-3841			10/2/16 5 PM - Altar Server 10/1/16 5:30 PM - Reader -

Subscribing to the calendar

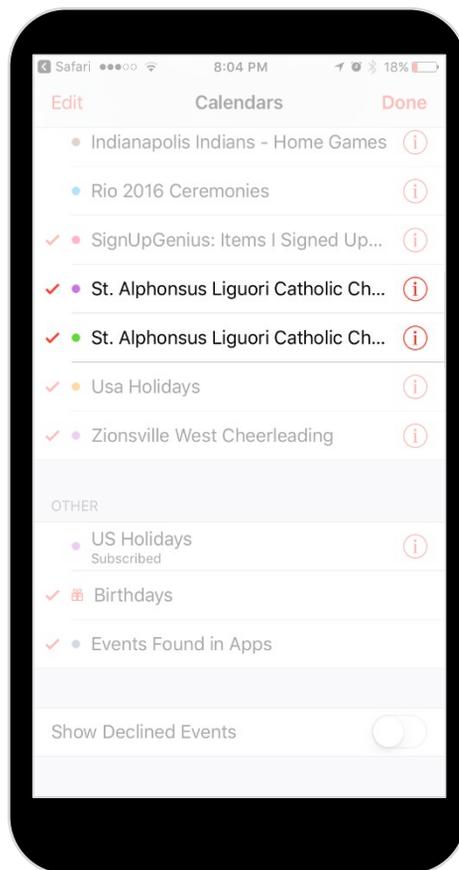
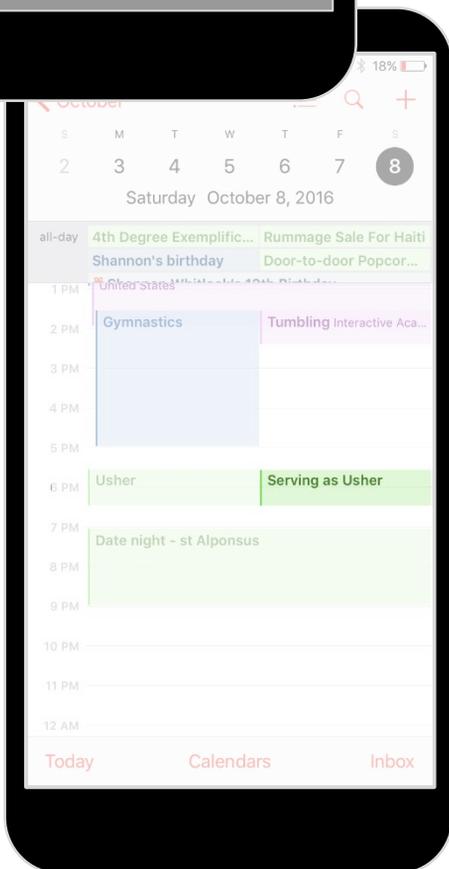


In your web browser/Safari, navigate to the ministry website. Log in and click the “My Schedule” tab. Next to the “Export to:” click the iCal link.

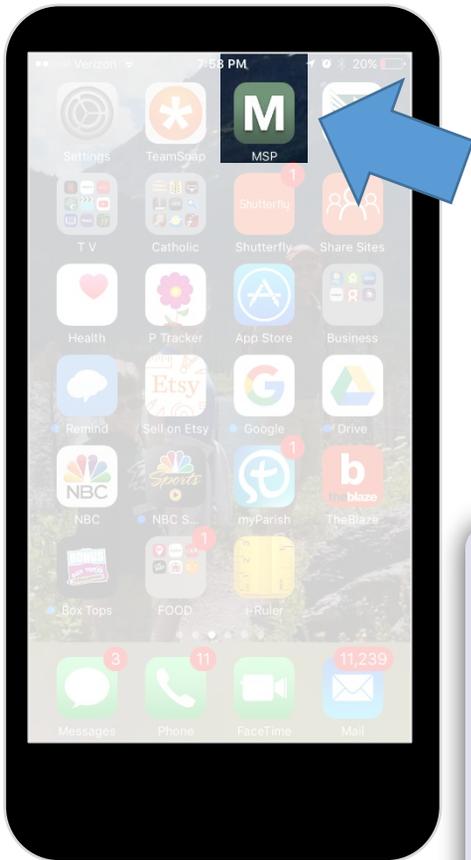
Under your “Calendars” list, it will show up in the Subscribed calendars.

You will see “Serving as...” in your calendar.

These will automatically update when the schedules come out.



Mobile APP



The mobile app can be found in the App Store - search for "Ministry Scheduler"- or by a link on the login on web page.

St. Alphonsus Liguori Catholic Church

Ministry Scheduling Login

Username:

Password:

Remember me on this computer

[Login](#)

If you don't know your password, [click here](#) and we'll send you an email to reset it.

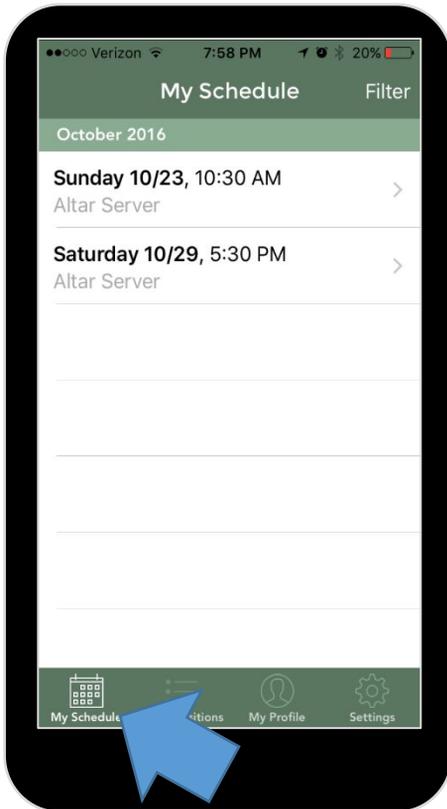
Don't have an account yet? [Sign up now.](#)

[Forgot your username or password?](#)

 **TIP** iPhone & Android app now available!

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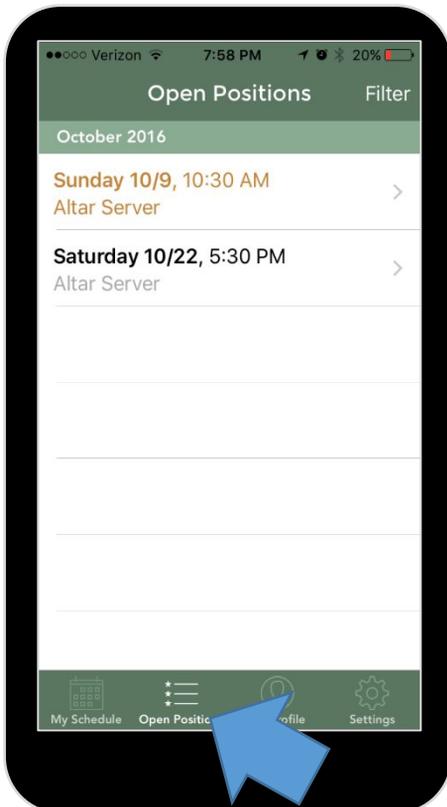
Organization ID



My Schedule page will show you all your scheduled Masses.

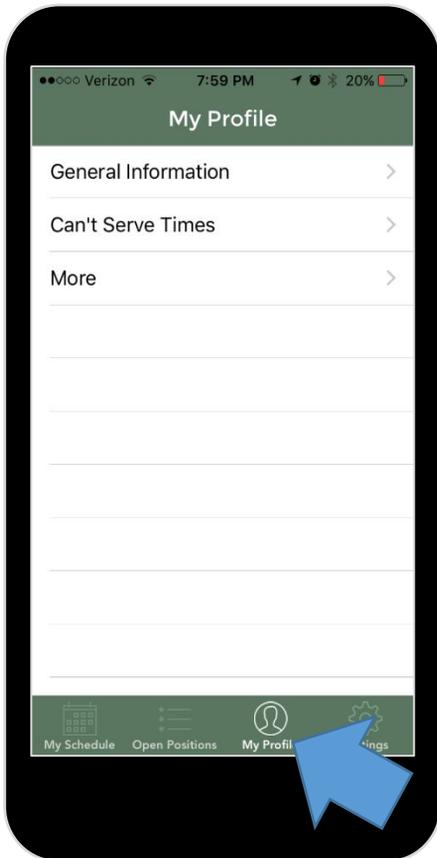
Times that you have requested a sub will show in orange until the request has been fulfilled.

You can click on the day to request a sub.

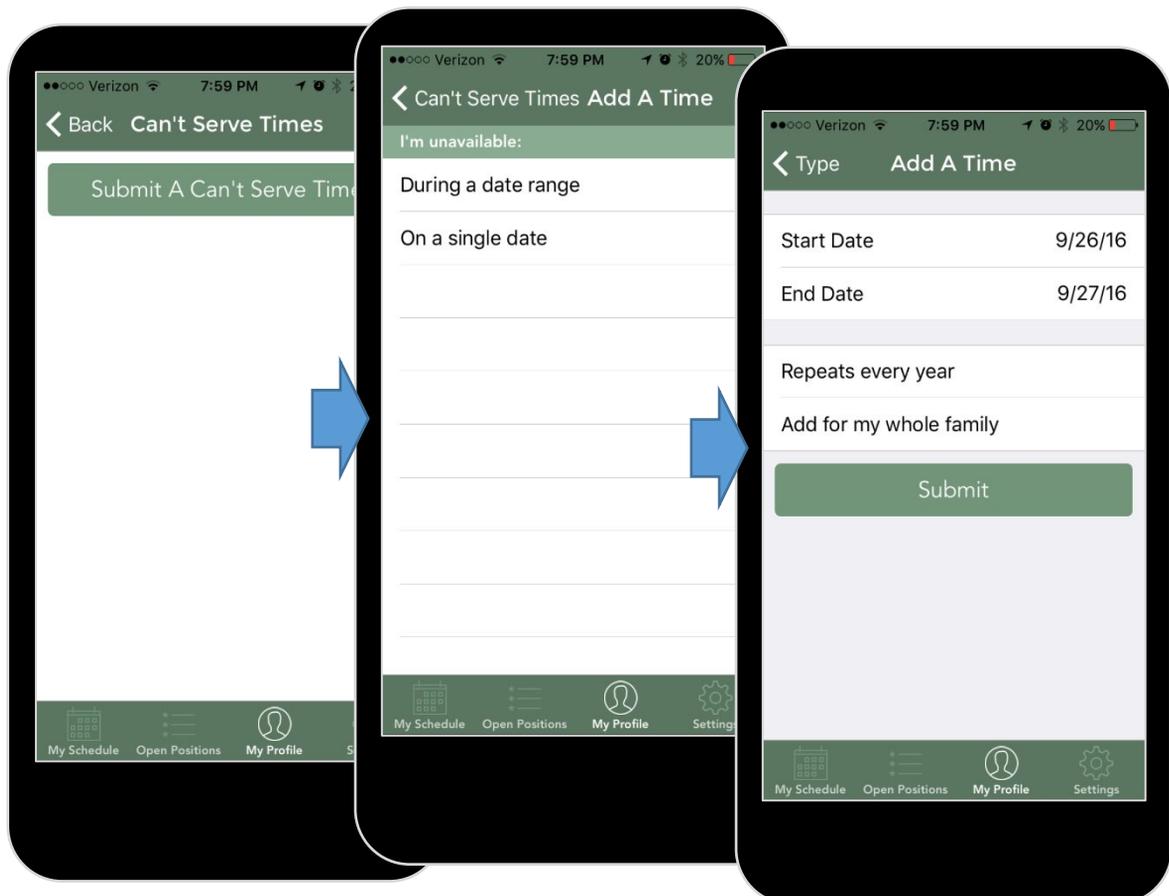


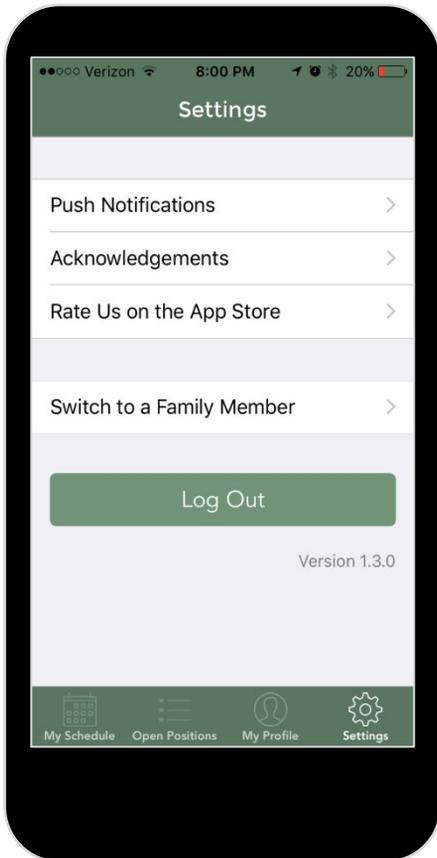
Open Positions page will show any unfilled spots, and any sub requests will show in orange.

You can click on the day to accept a position.



The My Profile page lets you update “Can’t Serve Times” and more.





Settings let you add push notifications.

You can also switch to other family members to see their schedule and update preferences or sub requests.

