

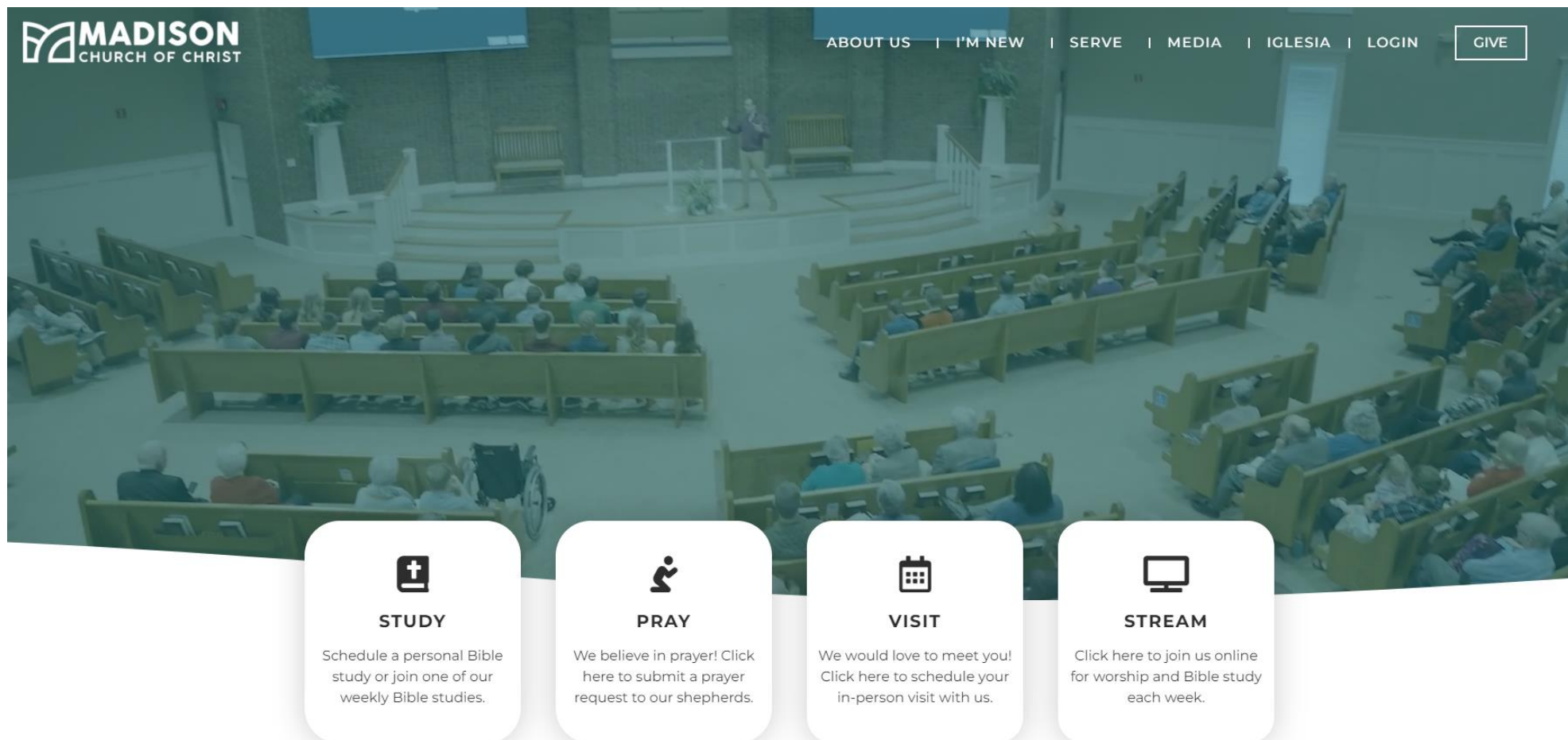
Ministry Scheduler Pro (MSP) Involvement Tool

How to EDIT Your Ministry
Involvement Profile in MSP

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

Go to the Church website, www.madisonchurch.org

NOTE: You cannot change your ministry preferences from the ShareFaith App on your phone.



The screenshot shows the Madison Church of Christ website. The header includes the church logo, navigation links (ABOUT US | I'M NEW | SERVE | MEDIA | IGLESIA | LOGIN), and a GIVE button. The main content area features four service options, each with an icon, a title, and a description:

- STUDY**: Schedule a personal Bible study or join one of our weekly Bible studies.
- PRAY**: We believe in prayer! Click here to submit a prayer request to our shepherds.
- VISIT**: We would love to meet you! Click here to schedule your in-person visit with us.
- STREAM**: Click here to join us online for worship and Bible study each week.

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

Click on the teal “LOGIN” button in the top right corner of the page

Enter the MCOC Website password in the password box (Madisoncoc).

NOTE: You cannot change your ministry preferences from the ShareFaith App on your phone.



CHURCH FAMILY RESOURCES



Online Check-In

Checking in helps us keep our information up-to-date and helps us stay connected as a church family.



Online Giving

Giving online allows you to set up a recurring payment or make a one-time contribution.



Online Directory

Contact the church office to update your information. This section is also password protected.

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

The password will grant you access to Church Family Resources page, click on the “Involvement Info” Tab

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Involvement Info

Click here to access our involvement tool (MSP) as well as find a complete list of deacons and ministries areas.



New Family Info

Click here to access your new member checklist and ensure that your information is current in our database.



Background & Security Info

Click here to submit a background check as well as access our MCOC security policy information.



Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

Click the “[HERE](#)” link to see the Organization of Ministries Document which provides a list of all Madison Ministries, organized by our Service Groups, a ministry mission statement, and a list of areas to serve.

Once you know the changes you want to make, Click on the “Member Login” button.



We believe that everyone needs a friend, and everyone needs a job. On this page, you will find lots of useful information for getting plugged into the church. At the very bottom of the page, you will find a quick reference list of all ministries, deacons, and ministry leaders.

HOW TO GET PLUGGED IN

① Organization of Ministries

Click [HERE](#) to view the Organization of Ministries document. Here you will find a list of all Madison ministries with a mission statement and a list of areas for you to get plugged in using Ministry Scheduler Pro (see step 4). Listed at the bottom of this page is a quick reference list of the current ministries and leaders.

② Ministry Scheduler Pro (MSP)

Ministry Scheduler Pro (MSP) is our tool for involvement. It aids in scheduling and notifying ministry leaders of those looking to volunteer in each ministry. Click on the button below to create your profile. Use the tutorials located in the dropdown menu in the next section to guide you through creating and editing your MSP profile.

Create Your Profile

Member Login

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

Enter Username (the Default Username is your first initial and last name)

Enter Password (First password is sent to you from MSP and is temporary. After your initial login, you can create your permanent password).

(NOTE: If you have forgotten your password, click the “Forgot?” button and a link will be emailed to the address listed in your MSP profile where you can reset your password)

Click on the green “Log In” button

Powered by [Ministry Scheduler Pro](#)
From [Rotunda Software](#)

Ministry Scheduling Login

Madison Church of Christ Madison, AL

Username

Password [Forgot?](#)

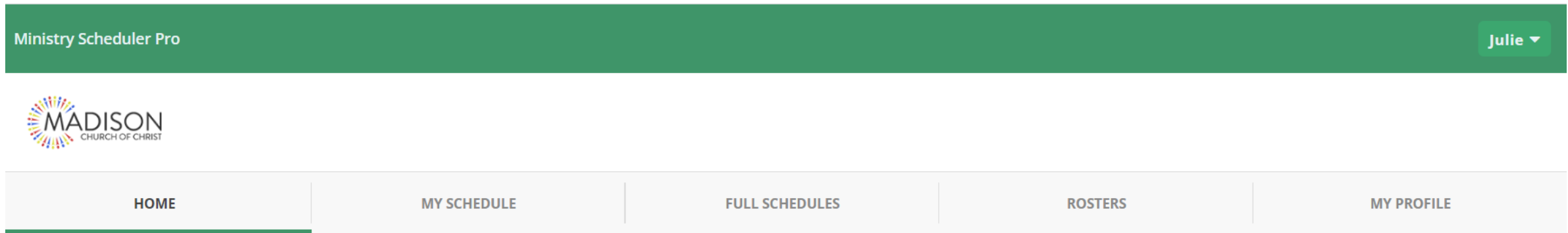
Remember me

Log In

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

After a successful login, you will see the MSP Home screen below.

Click on the “My Profile” tab.



Dear Julie Graham,

Welcome to the Web Terminal for Madison Church of Christ Scheduling System!

Here you can view your personal schedule, view full posted schedules, find substitutes, and view and change your personal settings.

You can navigate through the terminal by clicking on the tabs above.

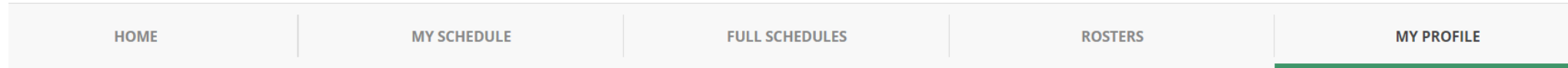
Click on the **My Schedule** tab to see your personal assignments.

Click on the **Full Schedules** tab to see full schedules.

Click on the **Rosters** tab to view contact info for others.

Click on the **My Profile** tab to view or change your personal settings.

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer: Update any Personal Contact Information that may have changed from your last login.



Here are the personal settings that we have on file for you. If you'd like to change this information you may do so using the controls below. We will review your submission and accommodate any preference changes in the next schedule as best we can. Please remember that you **must click the Submit button at the bottom of this page** for your request to be processed.

General Information

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.

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

Add / Remove Ministries to serve in

If your Ministry selection is tied to a Service Preference, define your Service time (Early or Late)

Add any dates / times that you Can Not Serve.

Ministries & Scheduling

Available ministries

- 1.Video/Audio - AV Run Audio
- 1.Video/Audio - Operate LED Screens
- 1.Video/Audio - Create Worship Slide:
- 1.Video/Audio - AV Camera Operator
- 1.Video/Audio - AV Stream Operator
- 1.Security - Team-Trainee
- 1.Security - Medical Team
- 1.Worship-Prayer - Early Opening

Add >

< Remove

My ministries

- 3.WinGS-Sister Socials
- 3.WinGS-Affinity Hospice
- 3.WinGS-Flourish Groups
- 3.WinGS-Special Event-Ladies Day
- 6.Vacation Bible School - Worker

1.Video/Audio - AV Run Audio description: Volunteers run the audio sound system for the worship services in the auditorium.

Service Preferences

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

Add ▼

Remove

Edit

Can't serve dates / times

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

Add ▼

Remove

Ministry Scheduler Pro (MSP) Account Holders: To Edit Your MSP Profile from your computer:

Add any additional comments

When edits are complete, Click the Green “Submit” button

When these updates are processed in the Church office, the affected Deacons/Ministry Leaders will be notified of your changes.

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

Additional notes or comments

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

Submit