

PARISH GUIDE

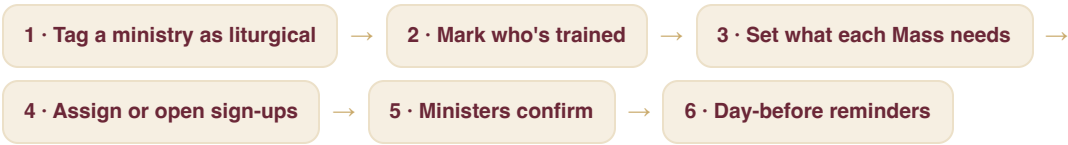
# Liturgical Serving — How It Works

The Mass-serving roster — who serves at every Mass, scheduled and confirmed on a phone.

A step-by-step guide for liturgical ministers, coordinators, and parish staff · Powered by Nave

# The idea at a glance

**Liturgical serving** is the scheduling behind every Mass — making sure each liturgy has its lectors, Eucharistic ministers, altar servers, ushers, and the rest. Nave replaces the paper sign-up sheet and the binder of slips with one living roster: the office sets what each Mass needs, assigns trained ministers (or opens sign-ups), and every minister sees exactly when they serve — with a reminder the day before.



**This guide is the deep dive on the serving roster.** For the bigger picture of ministries — discovering them, joining, leaders' workspaces — see the **Ministries & Serving** guide. Here we focus only on staffing the Masses.

## The roles you can roster

Any ministry can be tagged with a **liturgical role**. That role is the signal that its members form the trained pool for Mass scheduling.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Eucharistic Ministers</b><br>Help distribute Holy Communion; bring it to the homebound (EMHCs).                 |  <b>Lectors</b><br>Proclaim the readings and the Prayers of the Faithful.                       |
|  <b>Altar Servers</b><br>Assist the priest at the altar — cross, candles, the gifts.                              |  <b>Ushers &amp; Greeters</b><br>Welcome, seat, take up the collection, guide the procession. |
|  <b>Mass Coordinators</b><br>The "Mass captain" — makes sure every role is covered and the liturgy runs smoothly. |  <b>Sacristans</b><br>Prepare the altar, vessels, and vestments before and after Mass.        |

 **Music is different.** The choir or cantor is scheduled at the **group level** — staff pick which choir covers each Mass, not an individual rotation. It lives in the same roster, tucked under "Music."

## Part A • For ministers

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If you serve at Mass, your whole schedule is on your phone — no sign-up sheet, no phone tree. Sign in and open **My Parish** → **Serving schedule**.

### USE CASE 1 • SEE WHEN YOU'RE SERVING

**Who:** Any rostered minister. **Goal:** Know your assignments.

1. Open **Serving schedule** to see **"You're serving"** — every upcoming Mass you're scheduled for, with the date, time, and role.
2. Anything still needing your reply shows an **"Action needed"** tag.
3. Browse **"Who's serving"** to see the full roster for any upcoming Mass — handy to know who you're serving alongside.

**Result:** Your serving calendar, always current, always in your pocket.

### USE CASE 2 • CONFIRM OR HAND BACK A SLOT

**Who:** A scheduled minister. **Goal:** Tell the coordinator whether you'll be there.

1. Tap **Confirm** to let the coordinator know you're coming — your name turns a green ✓ **confirmed** on the roster.
2. Can't make it? Tap **"Can't make it."** That **frees the slot** immediately so someone else can take it.
3. You'll get a **reminder email the day before** you serve, with the same confirm / can't-make-it links.

**Result:** One tap keeps the roster honest — coordinators always know who's actually coming.

### USE CASE 3 • SIGN UP FOR AN OPEN MASS

**Who:** A **trained** minister. **Goal:** Volunteer for a Mass that still needs people.

1. Under **"Open slots you can fill,"** find a Mass that fits and tap **Sign up**.
2. You can't double-book yourself for the same Mass, and your **monthly limit** is respected, so you'll only see slots you can actually take.
3. Changed your plans? **Cancel** a slot you claimed and it reopens for someone else.

**Result:** Masses get covered by the people ready to serve them — no scrambling.

#### USE CASE 4 · BE CLEARED TO SERVE

**Who:** A minister in a ministry that works with children or the vulnerable. **Goal:** Meet the parish's safety requirement.

1. If a ministry requires **Safe Environment certification**, you must be certified before you can sign up.
2. You'll see a prompt to complete it — VIRTUS training, a background check, and the code of conduct. (See the **Safe Environment** guide.)

**Result:** Serving and child protection stay joined up — the system won't let an uncertified minister self-schedule where it matters.

## Part B • For coordinators & staff

Set up serving once, then run it each week from **Admin** → **Serving Roster**. A ministry's own coordinator can manage just their roster; parish staff manage them all.

### USE CASE 5 • MAKE A MINISTRY "LITURGICAL" & MARK WHO'S TRAINED

**Who:** Parish staff. **Goal:** Turn a ministry into a schedulable serving pool.

1. In **Admin** → **Ministries**, open the ministry and set its **Liturgical role** (Eucharistic Minister, Lector, Altar Server, Hospitality, Mass Coordinator, Sacristan, Gift Bearer).
2. On each member, open **Eligibility** and mark them **Trained** — with an optional **training date** and a **max-per-month** cap. Only trained members can be scheduled.

**Result:** The ministry now appears in the Serving Roster with its trained pool ready to assign.

### USE CASE 6 • SET WHAT EACH MASS NEEDS

**Who:** Parish staff or a liturgical coordinator. **Goal:** Define the staffing target per Mass.

1. In **Admin** → **Serving Roster** → "**What each Mass needs**," set how many of each role a Mass requires — e.g. **4 Eucharistic ministers, 2 lectors, 3 altar servers**.
2. Tick **Self sign-up** for any role you want members to be able to claim themselves.

**Result:** Every Mass has a clear target, so open slots and gaps are obvious at a glance.

### USE CASE 7 • BUILD THE ROSTER

**Who:** Parish staff or a liturgical coordinator. **Goal:** Staff every upcoming Mass.

1. The roster reads as a **day-by-day agenda**. For each Mass, assign trained members to each role.
2. Anyone **already serving that Mass**, or **over their monthly limit**, is hidden automatically — so you can't double-book or overwork someone.
3. Watch each person's status: **assigned**, a green ✓ **confirmed** once they reply, or a struck-through **declined** — which **reopens the slot** to fill again or open for sign-up.
4. Set the **choir / cantor** for a Mass in the same place, under "🎵 Music."

**Result:** A complete, conflict-free roster — published instantly to every minister's phone.

#### USE CASE 8 · THE SAFE ENVIRONMENT GATE

**Who:** Parish staff. **Goal:** Keep child-protection rules enforced on the roster.

1. When the parish turns on **Safe Environment enforcement**, a ministry marked "**requires Safe Env**" blocks any non-cleared minister from self-signing-up.
2. A coordinator can still assign an uncertified minister in a pinch — but it's recorded as an **audited override**, and uncertified members are flagged "⚠ needs Safe Env cert."

**Result:** Compliance is the default, with a recorded exception for genuine emergencies.

#### USE CASE 9 · REMINDERS DO THE CHASING

**Who:** Parish staff (set-and-forget). **Goal:** Get confirmations without phone calls.

1. Each scheduled minister automatically gets a **reminder the day before** they serve, in **their own language**, with confirm / can't-make-it links.
2. Declines reopen the slot on the roster, so you can fill the gap before the weekend.

**Result:** Fewer no-shows, no reminder calls — the roster keeps itself current.

# Quick reference

|                                        |                                                                                                                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What makes a ministry schedulable?     | Staff set a <b>liturgical role</b> on it (EMHC, lector, server, hospitality, Mass coordinator, sacristan, gift bearer). That unlocks the serving roster and trained-member tracking. |
| Where do ministers see their schedule? | Sign in → <b>My Parish</b> → <b>Serving schedule</b> : your assignments, open slots you can claim, and who else is serving.                                                          |
| How does someone confirm?              | Tap <b>Confirm</b> on the schedule, or use the link in the <b>day-before reminder email</b> . " <b>Can't make it</b> " reopens the slot for a substitute.                            |
| Who builds the roster?                 | Parish staff or the ministry's coordinator, in <b>Admin</b> → <b>Serving Roster</b> — set the needs per role, then assign people or open self sign-ups.                              |
| Can members sign themselves up?        | Yes, for any role marked <b>Self sign-up</b> — if they're <b>trained</b> , not double-booked, and under their monthly cap.                                                           |
| How is the choir scheduled?            | At the <b>group level</b> — staff pick which choir/cantor covers each Mass, not an individual rotation.                                                                              |
| What about Safe Environment?           | If enforcement is on, a ministry that <b>requires Safe Env</b> blocks uncertified members from self-signing-up; staff can override with an audit record.                             |
| What languages?                        | The schedule and reminders are multilingual — each minister is guided, and reminded, in their own language.                                                                          |

**The big idea:** covering every Mass used to mean sign-up sheets, phone trees, and last-minute scrambles. Nave turns it into one shared roster — set the needs, assign or open sign-ups, and let confirmations and reminders run themselves.