

# Top 5 Tips for Managing Your Rotas

## or How to avoid scabbling around sorting out a swap for the coming Sunday

Thank you for serving at CEC. Sunday couldn't happen without you! But we all have busy lives - ever forgotten you were serving until you rocked-up to church? Or not realised you had a clash until the text reminder pings on your phone on Friday? These 5 tips will help!

1. **Online Calendars:** Sync all your serving dates into your online calendar. Set it once and it is automatic and takes account of new rotas and swaps. Works with any calendar application that supports *subscribing* to a (iCal) calendar feed including Calendar for iOS and Mac, Google Calendar and recent versions of Microsoft Outlook. You must have access to My ChurchSuite. [See here for Google and Apple instructions >](#) [See here for Outlook >](#)
2. **Paper Diary:** If you use a paper diary, get into the habit of entering your serving dates into your diary *when each new rota is emailed to you*. **Don't** wait until you get a reminder to realise you have a clash.
3. **Unavailability:** Put in unavailability dates *as soon as you know you are going to be away*. Don't wait until the new rota is set-up and don't put in unavailability dates for the coming Sunday – organise a swap instead. Unavailability means you are not available to serve on *any* rotas for the day(s) specified. Entering unavailability promptly helps highlight clashes early so you have plenty of time to organise a swap. For rotas planned on a “when you can make it” basis - such as Foodbank, Sound, Worship, SongPro - it helps the rota organiser to avoid the dates you are away, thereby avoiding the need for a swap.
4. **My ChurchSuite:** Get on My ChurchSuite so you can enter rota swaps yourself rather than asking the rota organiser - who probably has other things to be doing 😊 It also allows you to keep your contact details up-to-date and see all other rotas. So, for example, the sound team can see who is in the band on Sunday; the service leader can see who is on SongPro. We recommend that *everyone* serving on a rota uses My ChurchSuite. [Click here to request access to My ChurchSuite >](#)
5. **Connecting:** Make it as easy as possible for your serving team to contact you: ensure your contact details are up-to-date; make your contact details visible to the rest of your team by ticking the appropriate Privacy option e.g. Make my mobile visible.

To summarise...

- **Plan ahead:** get you serving dates into your online calendar/paper diary
- **Use Unavailability properly:** it should be rare to enter Unavailability for the coming Sunday
- **Get on My ChurchSuite:** love and connect with your church family

Please remember... if you cannot do your slot it is **your responsibility** to organise a swap and ensure the swap gets recorded in ChurchSuite – either by entering the swap yourself or by contacting the rota overseer. Recording the swap in ChurchSuite helps ensure the right people get the right reminders. Email reminders for Sunday generally go out on Tuesday 8am and text reminders on Friday 8am.

Thank you for serving your Brothers and Sisters in Christ.