Time and Talent

Used to keep track of different groupings of members like ministries or talents. Can be used to create ministry calendar for masses through the Liturgical Scheduler.

Opening screen left after clicking on Icon above to open Time & Talent

Check to make sure that this is the path for your Data.
Program Details

• Program is networkable (Database can be shared by multiple people)
  – Which means that there should only be one Database
  – A pseudo server (a regular computer acting as a server) or a server where the database resides
  – As a best practice all computers should have the same path to the database (like L:\PSData\PSData352_17361.mdb or \server\parishdata\PSData352_17361.mdb

• Program is installed to each computer that needs to have access to the database and does not need to be installed to the server

Log in screen

• The default password for a new user is pass so change your password to something else.
Time and Talent Main Screen

- Used to Set up the groups or Ministries Members are in.
- Used to Manage members who are in those groups
- Used to schedule out the ministries for masses and uses members listed in the Liturgy Group.
- Reports that can be printed.

Create/Edit Lookup Tables

How the Time and Talent lookup tables are related to each other:

Ministry Group (Events)
Ministries
Ministry Roles
Minister Directory

- Adding Members to Ministry

- Note: In order for a member to show in time and talent they have to be marked active or actother.

Liturgical Scheduler

- Uses the ministries that are in Liturgy Group
- Weekly Ministry Count needs to be set up before Scheduling people
- Can only Schedule one mass at a time.
- Keeps people even based on “Times Severed Count Start Date”
- Report to note:
  - ParishSOFT Reports → Time and Talent Ministries Menu → Weekend Ministry Schedule → Landscape View
Reports

• In ParishSOFT Reports Under “Time and Talent Reports Menu” there are various reports that can be run.
  – Minister Assignment Filtering and Sorting
  – Weekend Ministry Schedule as noted previously
  – Please run the other reports to see what may help you best.