

Remove Masses From Scheduling

To remove a mass from the scheduling process, make the mass inactive. Inactive masses are still visible within the program and can optionally be included on reports, but they are ignored by the scheduling process.

1. On the Information tab, click **Masses**.
2. Locate the mass you want to remove from the schedule.
3. Select the **Inactive** check box.
4. Click **Save**.

Useful Information

You can select a permanent mass in the **Replaces** field of a special mass. This prevents the permanent mass from being scheduled during the week the special mass occurs.

Example

Let's say the church secretary added a Special Sunrise Easter Mass at 6:30 AM that conflicts with the normal Sunday morning 7:00 AM Mass. On Easter Sunday, she cancels the 7:00 AM Mass.

- If the mass is marked inactive, the scheduler does not assign ministers to the 7:00 AM Mass.
- If the mass is active, the scheduler assigns ministers to the 7:00 AM Mass and ministers are assigned to the permanent mass even if a special mass conflicts.

Note

In the above example, do not delete the 7:00 AM mass to prevent it from being scheduled on Easter Sunday with the intention of entering it again the following week.

If you delete a mass, you break the association between the minister preferences and the now non-existent mass, so the preferences in all the ministers' records are deleted. Entering a new mass the following week does not restore the preferences.

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