

Ministers

You can view existing minister information or add new ministers to the program. On the Information tab, click **Ministers**.

These windows display information about a minister, such as:

- How to get in touch with a minister (Contact Information, Other Addresses)
- Scheduled assignments (History of Assignments, Assignment Options)
- When the minister can and cannot serve (Date Restrictions)
- Which masses the minister likes to serve (Mass Preferences)

Locating a Minister

At the top, you can search for a single record using a minister's name, address, phone number, or other identifier.

Alternatively, you can scroll through each record until you find the minister you need. For more information, see [Locate a Record](#).

Related Topics

- [Add a Minister](#)
- [Check ID Number Availability](#)
- [Set Up Online Login Credentials](#)
- [Enter Mailing and Alternate Addresses](#)
- [Track Interactions With Ministers](#)
- [Mark an Absence](#)
- [Set Assignment Options](#)
- [Set Cannot Serve Times and Away Periods](#)
- [Set a Minister's Service Types and Times](#)
- [View Assigned Ministries](#)
- [Force Ministries Rotation](#)
- [Set Serving Options](#)
- [Set Mass Preferences](#)
- [Edit Serve Dates for Multiple Ministers](#)
- [Combine Duplicate Ministers](#)
- [Remove Ministers From Scheduling](#)
- [Delete a Minister Record](#)
- [Minister Quick Posting](#)
- [Ministry Quick Posting](#)
- [Minister Processes](#)