Edit Serve Dates for Multiple Ministers

You can edit the Last Served Date and Recent Served Date for all ministers or a particular group of ministers simultaneously.

1. On the Information tab, click **Ministers**.
2. In the navigation pane, click **Last Served Date**.
3. Click a column heading to change the sorting of the list.
4. Double-click an ID Number, Minister Name, or Recent Served Date column entry to display the minister's ministry list.

Additional Field Information

Last Served Date
This is the date of the latest scheduled assignment served by the minister. To edit this date, click the entry.

> ⚠ **Note**
>
> Editing the Last Served Date can affect the eligibility of the minister in the schedule routine.

Recent Served Date
The current date is compared with assignment history dates for each minister. If an assignment history date is newer than the current date, this field displays as the current date.

Ministry Filter
Use this button to select a certain group of ministers to display.

Related Topics

[Ministers](#)