

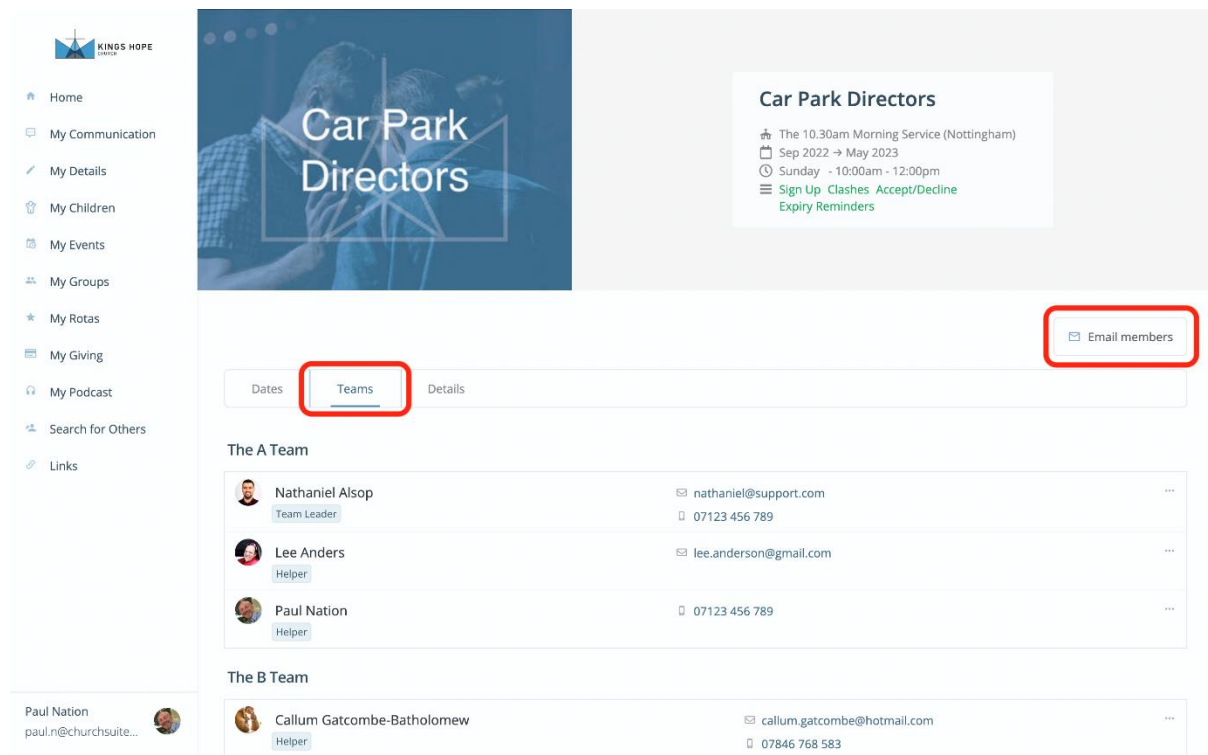
# Swapping duties in ChurchSuite

## Organising a swap

You may have your preferred internal processes that those serving should follow when they are unable to fulfil a rota duty assigned to them. Typically a rota member who needs to organise a swap will first reach out to fellow rota members to see if anyone is available to swap with them. Within the **My Rotas** section are a couple of useful features to help your rota members do just that.

First, rota members can view a rota **Teams** member list for the rota they serve on, showing the contact details of fellow rota members (subject to each person's privacy settings), so they can get in touch to arrange a swap - perhaps contacting just those people who have suitable roles assigned.

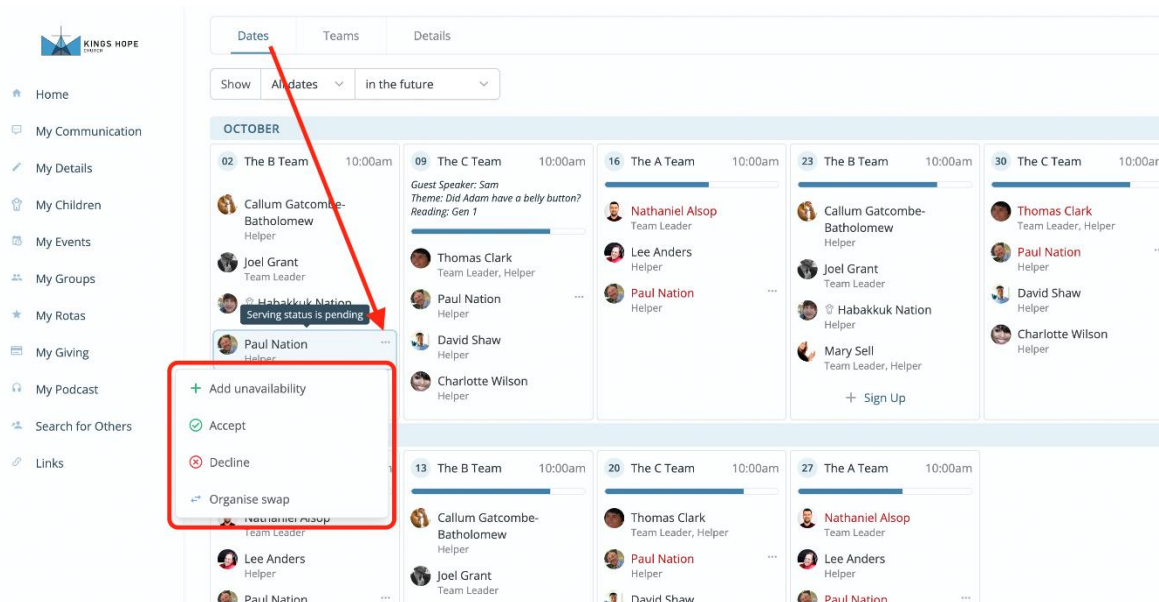
A further option is to use the **Email members** button to send a **private rota group email** to all the rota members to see if anyone is available to swap. Note that a group email is sent to all rota members - it's not possible to filter the group email recipient list. Again, rotas members can use this to reach out to others on the rota to relationally enquire if someone can swap.



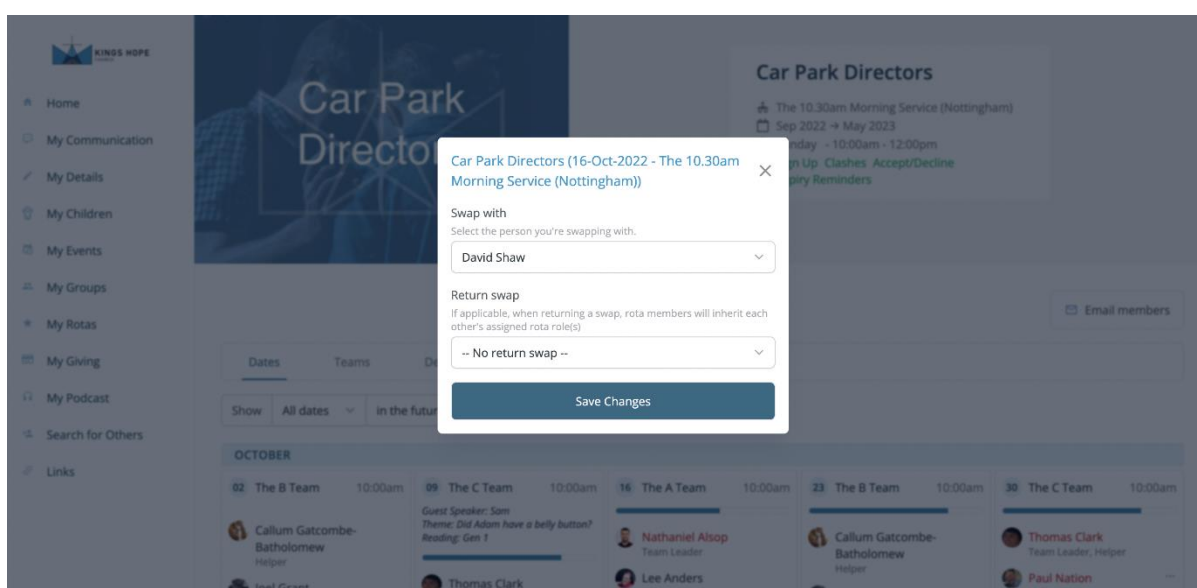
Once a swap has been agreed upon relationally it's then easy to process the change to the rota. Here's how...

## Processing a rota swap

Viewing their rota in My ChurchSuite, rota members have a serving **Actions** button next to their name. From this menu, they can **Add unavailability**, which will trigger an unavailability notification to ministry overseers. They can then click **Organise swap**.



The **Organise swap** pop-up opens to select who they have organised to **Swap with** - only available rota members will be listed. The **Return swap** menu will show a list of that person's future serving dates for all rotas linked to the same ministry. In this way, rota members can process swaps across different services and rotas linked to the same underlying ministry.



Click **Save Changes** to process the swap, which will update the rota and send the swap confirmations and overseer swap notifications. A swap that causes a clash will be detected and the swap prevented. Typically, swap clashes are caused when swapping with someone who is unavailable or who is already serving on another rota for the same date/time. An overseer may be required to process the swap where a permitted clash will arise.

