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.

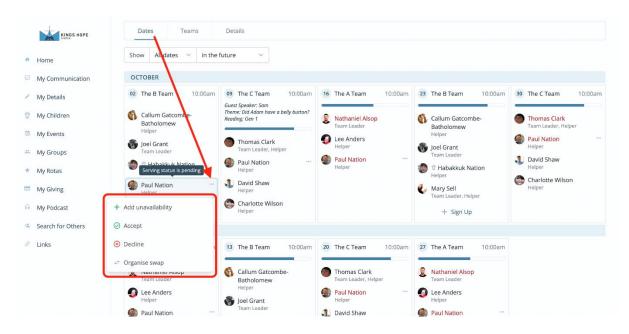
A further option is to use the **Email members** button to send a **private rota group email** to all the rota members to see if anyone is available to swap. Note that a group email is sent to all rota members - it's not possible to filter the group email recipient list. Again, rotas members can use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

 Home My Communication My Details My Children My Events My Groups 	Car Park Directors	Car Park Directors ♣ The 10.30am Morning Service (Nottingham) ☐ Sep 2022 → May 2023 ③ Sunday - 10:00am - 12:00pm ≡ Sign Up Clashes Accept/Decline Expiry Reminders	
 My Rotas My Glving My Podcast Search for Others Links 	Dates Teams Details		Email members
UT LITR3	 Nathaniel Alsop Team Leader Lee Anders Helper 	 athaniel@support.com 07123 456 789 lee.anderson@gmail.com 	
	Paul Nation Helper	0 07123 456 789	in.
Paul Nation Saulin@churchsuite	Callum Gatcombe-Batholomew	⊠ callum.gatcombe@hotmail.com	

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.

Millios Hope	Car Park Directors
 My Communication My Details 	Car Park Directors (16-Oct-2022 - The 10.30am Morning Service (Nottingham)) A Mary - 10:00am - 12:00pm Norning Service (Nottingham))
🕆 My Children	Swap with Select the person you're swapping with.
C My Events	David Shaw
- My Groups	Return swap
* My Rotas	If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s) Email members
10 My Giving	Dates Teams Dr Voreturn swap V
My Podcast	Show All dates v in the future Save Changes
4 Search for Others	
🦉 Links	OCTOBER 02 The B Team 10:00am 09 The C Team 10:00am 16 The A Team 10:00am 23 The B Team 10:00am 30 The C Team 10:00am
	Callum Gatcombe- Batholomew Heiper
	joel Grant Thomas Clark Lee Anders Paul Nation ***

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.

Home My Communication	Dates Teams Show All dates ~ in th OCTOBER	Car Park Directors (02-Oct-2022 - The 10.30am Morning Service (Nottingham)) Swap with Select the person you're swapping with.		
/ My Details	02 The B Team 10:00am	Charlotte Wilson ~	23 The B Team 10.00am	30 The C Team 10:00am
My Children My Events	Callum Gatcombe- Batholomew	Return swap If applicable, when returning a swap, rota members will inherit each other's assigned rota role(s) No return swap V	Callum Gatcombe- Batholomew	Thomas Clark Team Leader, Helper
My Groups My Rotas My Giving	Joel Grant Team Leader	 Unable to swap. This person is already serving on that date. Charlotte Wilson King's Kids: 1 Registration 9:30am - Jul '22 - Dec '22 	Joel Grant Team Leader	Paul Nation Helper A David Shaw Helper Charlotte Wilson
My Podcast Search for Others	Helper Mary Sell Team Leader, Helper	2022-10-02 10:00:00 Charlotte Wilson Helper	Mary Sell Team Leader, Helper + Sign Up	Helper.