



Rotas in ChurchSuite

Dear church members and volunteers,

You may be down on the rota to take part in a service.

We encourage you to look at [MyChurchSuite](#) where you can view a list of your "Next serving" requests in the My Rotas section and "Accept/Swap member" any that are currently not responded.

If you are not available, please aim to swap using [MyChurchSuite](#), asking the person you wish to swap with beforehand.

To check the worship rota overview, please click [here](#).

We still need you to sign up if you have not already done it.

Please note that you are **NOT** disclosing anything except your name and contact details to help you communicate with each other.

Click [here](#) for a visual description of how to sign up and make your name visible. **Having your name visible in My ChurchSuite is essential!**

To add, edit, delete your unavailabilities in MyChurchSuite, click [here](#).

If you need help, please contact [Liz Le Feuvre](#)