

What an elders quorum or Relief Society presidency can do

Every menu option in the leader app, and which calling can reach it — for an elders quorum or Relief Society presidency.

The three columns

Leader — the president or a counselor.

Secretary — the secretary.

Admin — whichever leader or secretary holds admin, usually the president. One person can hold more than one of these.

Elders quorum and Relief Society presidencies have identical capabilities, so one guide covers both.

Today Home screen

What can be accomplished there	Leader	Secretary	Admin
See today's interviews for the whole presidency side by side — one column per leader, blocks sized to the real length of each interview	●	●	●
Switch between Mine and All — a leader opens on their own day, a secretary on the whole presidency; the choice sticks on that device	●	●	●
Tap any interview to open the detail card: member name, interview type, time, status, and “covered by” when a counselor is standing in	●	●	●
The member's phone or email on that card — shown only to the leader conducting that interview	👤 ¹	—	👤 ¹
From that card: mark Complete or No-show , Reschedule (pick a new time or leader), or Cancel — the member is notified automatically	👤 ¹	●	●
Cancel a whole recurring series — any leader or secretary on the unit can end a series, not only the one conducting it	●	●	●
Alerts in place: a banner when a personal-calendar event now collides with a confirmed interview, a notice if billing has paused scheduling, and one rotating tip about a feature not yet in use	●	●	●

Schedule Next 7 days

What can be accomplished there	Leader	Secretary	Admin
The same presidency grid for today plus the next 7 days , one grid per day, empty days skipped so you only scroll past real appointments	●	●	●
Every detail-card action above — complete, no-show, reschedule, cancel, and series-cancel — works here too, under the same rules	● ¹	●	●
Approve or decline virtual-interview requests — approving sends the member the conducting leader's meeting link; declining keeps it in person. Any leader or secretary on the unit can decide (appears only when a request is waiting)	●	●	●
See at a glance who is carrying the week, and where the presidency still has open ground	●	●	●

All Scheduled Full horizon

What can be accomplished there	Leader	Secretary	Admin
Every upcoming interview from today to the end of the booking window — not just the next week — grouped by day with Today / Tomorrow headings	●	●	●
Filter to one leader or view all; leaders open on their own list, secretaries on everyone	●	●	●
Record outcomes and reschedule or cancel straight from this list — same detail card, same rules	● ¹	●	●

Share Links Booking links

What can be accomplished there	Leader	Secretary	Admin
One link for everything — members land on your unit's page and choose from your listed interview types	●	●	●
A link for one specific leader — pick the leader, then the type; the member books straight onto that leader's times. Only types that let members request a leader can be shared this way, and only leaders eligible to conduct that type are offered	●	●	●
A link for a single interview type — one per type in the list, ordered most-used first so the link you reach for is on top	●	●	●
Every link has Copy and Text — Text opens your phone's own messaging app with the link and a short note already written	●	●	●

Refer a Friend

What can be accomplished there	Leader	Secretary	Admin
Get your unit's referral link and copy or text it to another unit that could use Minster	●	●	●
When they subscribe and their first payment goes through, your unit gets a month free (no cash value; may be revoked for abuse)	●	●	●

Availability When you're free

What can be accomplished there	Leader	Secretary	Admin
Add weekly recurring hours (e.g. Sunday 8:00–11:00), one-off dates , or a block that takes time back out	 2		
Restrict a window to certain interview types — e.g. Sunday morning is temple recommends only; each window shows what it will generate	 2		
Remove a window safely — Minster shows exactly how many booked interviews would be affected before you confirm	 2		
Progressive release — hold a window back and let it open in stages so one member can't take the whole morning; or Force open the rest of it now	 2		
Blackout dates for the whole unit — conference weekends, holidays — with the same “here's what this affects” preview before it commits	—		
Virtual interviews — each leader saves their own meeting link; turning the option on for the unit is an admin switch	 3	 3	

Calendar sync Per leader

What can be accomplished there	Leader	Secretary	Admin
Connect your own Google Calendar — each leader connects their own, and you can connect more than one account (Outlook support is on the way)			
Members are never offered a time you're already busy . Minster reads only when you are busy — never event titles, guests, or details			
Choose which calendars count as busy , and how confirmed interviews appear on yours: full detail (member name + type) or generic (“Interview”) for a shared calendar			
Disconnect at any time ; the page tells you plainly if a connection has lapsed and needs reconnecting			

Interview Types The catalog

What can be accomplished there	Leader	Secretary	Admin
See every interview type your unit offers, its length, and which leaders are eligible to conduct it — with an “invite one” prompt if no one qualifies	●	●	●
Edit any type: length, buffer between interviews, who conducts it (president only / counselors only / either), how far ahead members may book, and separate Sunday vs. weekday notice	—	—	●
Also per type: let members request a specific leader, list it publicly or keep it link-only , add a short note members see, and set a season so it's only bookable part of the year (e.g. a type open only during a set stretch of the year)	—	—	●
Add a new type — name, length, buffer, who conducts it, public or link-only, and whether it repeats on a set interval	—	—	●
Archive a type you no longer use — it disappears from booking but existing appointments are untouched, and it can be restored later from the Archived list	—	—	●

Reports

What can be accomplished there	Leader	Secretary	Admin
Workload distribution — how many interviews each leader held, as a share of the total, broken into completed / no-show / cancelled. Shows imbalance immediately	●	●	●
No-show rate — unit-wide, then broken down by interview type and by leader , plus a month-by-month trend	●	●	●
Choose the period the numbers cover — 3, 6, or 12 months	●	●	●
Export to CSV — member name, contact, channel, interview type, leader, time, status; filter by type and date range, or take the whole unit	—	●	●

Leaders The roster

What can be accomplished there	Leader	Secretary	Admin
Invite a counselor or a secretary — they receive an email to set up their own login (two counselor seats — three if your unit is set that way — and up to three secretaries)	 4	 4	
Change a leader's role , or grant and remove admin access — Minster keeps one president and always at least one admin, and walks you through moving the sitting president	—	—	
Release a leader and choose who inherits their upcoming interviews — or let Minster cancel them and notify those members	—	—	
Release and name the successor in one step — the new person is seated in the same calling, every future interview moves to them, and their invitation goes out	—	—	
Track pending invitations (resend or revoke), and correct how a leader's name appears on the booking page	 4	 4	

Settings Unit + billing

What can be accomplished there	Leader	Secretary	Admin
Time between offered start times — the step members choose from (9:00, 9:15, 9:30...), set separately from how long each interview lasts	—	—	●
Presidency size — two counselor seats, or three for the rare case	—	—	●
Billing — plan, status, billing cadence, renewal or trial end date, billing email, and past receipts; switch monthly ↔ yearly (two months free yearly), update the card or cancel through Stripe's secure portal, with the consequences of cancelling spelled out	—	—	●
Bundles — ask to be covered by your ward's or stake's subscription (look the unit up by its link name), see the request's status, or cancel it while it is still pending	—	—	●
Reference values Minster manages for you today: booking lead times (set per type), how far ahead members may book, days shown on the dashboard (7), secretary seats (up to 3), language (English)	—	—	●

Help & support

What can be accomplished there	Leader	Secretary	Admin
Five plain-language guides: Set your availability · Invite counselors and a secretary · What the member sees · Share your booking link · Change or cancel an appointment	●	●	●
Email support@minster.church with your unit and calling already filled in , so no one has to explain who they are first	●	●	●
Stated plainly: we reply within one business day	●	●	●

1. A president or counselor acts on their own interviews; a scheduling secretary may act on any leader's. Viewing the whole presidency is open to everyone, but a member's phone and email are shown only to the leader conducting that interview — a secretary sees the schedule without member contact, and reaches contact details through the Reports export instead.
 2. A leader manages their own availability; a secretary or admin can manage it for any leader in the presidency. Unit-wide blackout dates are set and removed by a secretary or an admin.
 3. Every leader saves their own virtual meeting link; turning virtual interviews on for the unit is an admin switch.
 4. Any leader or secretary can invite a scheduling secretary and manage those invitations — inviting counselors, changing roles, and releasing leaders require admin. Leaders appears in the menu for admins only, so a non-admin opens the secretary-invite page by direct link.
- A **New booking** button on Today, Schedule, All Scheduled and Share Links lets you book for a member — by phone or at the door — including into time you'd normally keep closed. Members get email confirmations, reminders, and their own link to reschedule or cancel.

The interview types you start with

A new elders quorum or Relief Society presidency starts with just one interview type — the ministering interview below. This is deliberate, not a gap: most quorum and Relief Society scheduling is ministering interviews. Add whatever else you need under Interview Types.

Ministering Interview 15 min · repeats every 13 weeks · president or counselors