

PARISH GUIDE

# Calendar — How It Works

One calendar for the whole parish — and a simple way to book time with the office.

A simple, step-by-step guide for parishioners and parish staff · Powered by Nave

# The idea at a glance

Nave gives every parish **one unified calendar**. Masses, confessions, adoration, ministry meetings, parish events, sacrament bookings, room reservations — even calendars from outside systems — all flow into a single view. Parishioners browse it on their phone, filter to what matters to them, and subscribe so it lands in their own calendar app. And when someone needs to **meet with a priest or reserve a room**, they pick an open slot themselves — no phone tag.

1 · Browse the unified calendar → 2 · Filter to a ministry, room, or kind → 3 · Subscribe / add to your calendar →

4 · Book time with clergy or staff

**Everything in one place, computed for you.** Times always show in the parish's timezone, in 24-hour format with the zone labeled (e.g. **17:00 PT**) — never an ambiguous "5:00 PM". Each day also carries its **liturgical context** (season, feast, color) automatically — no one maintains it. Advanced staff tools are marked **ADVANCED**.

## What lands on the calendar

Nave merges every source into one timeline, so nothing lives in a separate silo. Each entry is color-dotted by kind.

### **Masses & liturgies**

Mass, Confession, Adoration. From the Mass Schedule — recurring, projected onto every day.

### **Events & meetings**

Parish events, ministry gatherings. One-off or recurring; can carry RSVP.

### **Sacraments**

Scheduled baptisms, weddings, etc. Shown to staff on the day they're set.

### **Mass intentions**

Which Masses are spoken for. Staff-only view.

### **Appointments**

Booked time with clergy/staff. "Meet with Fr. John", room requests.

### **External feeds**

Outside calendars mirrored in. Diocese, school, any iCal/.ics link.

**Public vs. private.** The public calendar and the subscribe feed show only **public, confirmed** entries — private blocks, pending requests, intentions, and members-only items never leak. Staff see the full picture inside the admin calendar. That's Parts A and B below.

# Part A • For parishioners

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How to find what's happening, take the calendar with you, and book time with the office — all from your phone. The pages are multilingual, so you're guided in your own language.

## USE CASE 1 • BROWSE THE UNIFIED CALENDAR

**Who:** Anyone. **Goal:** See what's happening at the parish.

1. On the parish website, open **Calendar**. It opens to a **three-panel view**: a month grid, the selected day, and that day's context.
2. Tap any day to see its full schedule — Masses, events, and meetings — each labeled with its time in the parish's timezone (e.g. **09:00 PT**).
3. Switch between **Month** and **List** view, and hide past items to focus on what's coming up.
4. Every day also shows its **liturgical context** — the season, any feast or solemnity, and a one-line theme — generated automatically.

**Result:** One clear, always-current picture of parish life, with no AM/PM guesswork.

## USE CASE 2 • FILTER TO WHAT MATTERS TO YOU

**Who:** A parishioner. **Goal:** Cut the calendar down to just the things you care about.

1. Use the in-calendar filters to narrow by **kind** (Mass, event, meeting...), by **ministry**, or by **room**.
2. Or open a ministry's page and tap through — the calendar opens already **scoped to that ministry's** events.
3. Search by keyword to jump straight to a specific event.

**Result:** A focused view — e.g. just the choir's events, or just what's in the Parish Hall.

## USE CASE 3 • ADD TO YOUR OWN CALENDAR & SUBSCRIBE

**Who:** A parishioner. **Goal:** Have parish events show up in Apple, Google, or Outlook Calendar.

1. **Add one event:** on any event, tap **Add to calendar** to save just that event (Apple/Outlook or Google).
2. **Subscribe to everything:** tap **Subscribe** to add the whole parish calendar as a live feed — it stays up to date on its own as the parish adds or changes events.
3. **Subscribe to a view:** apply a filter first (a ministry, a room, a kind), then subscribe — your feed carries only that slice.

**Result:** Parish events live alongside your own, refreshing automatically — recurring Masses and events already expanded for you.

#### USE CASE 4 · BOOK AN APPOINTMENT

**Who:** A parishioner. **Goal:** Reserve time with a priest or staff member (or request a room).

1. Open **Book an appointment** (linked from the Calendar) and choose a type — e.g. "Meet with Fr. John" or "Reserve the Parish Hall." Each shows its length and location.
2. Pick a day, then choose from the **open time slots** shown. Only genuinely free times appear — slots that overlap an existing booking, the staff member's other commitments, or the room being in use are hidden automatically.
3. Enter your name, email, and phone, add a short note, and confirm.
4. If the type **needs approval**, your request goes to the office to accept; otherwise it's **confirmed on the spot**.

**Result:** A time that actually works for both of you — no back-and-forth, and it lands on the parish calendar.

**Honest limits on slots.** Each appointment type sets a **minimum notice** (you can't book for the next ten minutes) and a **booking horizon** (how many days ahead it's open). Slots respect both, plus any setup/teardown buffer around the meeting — so what you see is always genuinely bookable.

## Part B • For parish staff

Staff run the calendar from **Admin** → **Calendar**, set up bookable time in **Admin** → **Appointments**, and manage their own day in **Admin** → **My Schedule**. (Masses and confessions come from the separate Mass Schedule — they flow into the calendar automatically.)

### USE CASE 5 • WORK THE THREE-PANEL ADMIN CALENDAR

**Who:** Parish staff (calendar managers). **Goal:** Plan and reschedule everything from one screen.

1. Open **Admin** → **Calendar**. Like the public view, it's three panels — month grid, selected day, day detail — but staff see **everything**: pending requests, private blocks, members-only items, plus booked Mass intentions and scheduled sacraments.
2. Add or edit **events, meetings, and room blocks**; reschedule by moving an entry; duplicate a booking; cancel a single occurrence of a recurring series.
3. Use **quick add** to type an event in plain language ("Choir practice Friday 19:00–21:00 in Parish Hall") and let Nave parse the date, time, and room.
4. Each day still shows its liturgical context, so you schedule with the season and feasts in view.

**Result:** The whole parish schedule — every source — managed in one place.

### USE CASE 6 • AVOID DOUBLE-BOOKING A ROOM

ADVANCED

**Who:** Parish staff. **Goal:** Never put two events in the same room at the same time.

1. Define your **rooms & spaces** (capacity, amenities, and optional **setup / teardown buffers**) and mark which are bookable.
2. As you schedule, Nave watches for clashes: two events sharing a room with overlapping times — or too little turnaround between back-to-back bookings — are flagged with a **red ring**, and a banner counts the conflicts for the month.
3. It also catches a **presider clash** — the same person booked for two overlapping events at once.
4. See **how many hours each room is booked** this month at a glance.

**Result:** Conflicts surface before they become a Sunday-morning surprise. (Masses don't block their space — only events and bookings do.)

### USE CASE 7 • MIRROR AN EXTERNAL CALENDAR

ADVANCED

**Who:** Parish staff. **Goal:** Pull in events from another system without re-typing them.

1. In **Admin** → **Calendar**, open **External calendar feeds** and paste the **iCal/.ics link** from Google Calendar, the diocese, a school, or any calendar that publishes one (<https://...> or <webcal://...>). Give it a label.
2. Nave imports the events, **expanding recurring ones** into concrete dates, and converts every time correctly across daylight-saving changes.
3. Feeds **refresh automatically each day**; you can also **Sync now**. Each feed shows its last sync time and how many events came in.
4. Imported events are **read-only** here (owned by the source) and are marked so. Removing a feed removes its imported events.

**Result:** Outside calendars appear inside Nave, always matching their source.

#### USE CASE 8 · SET APPOINTMENT AVAILABILITY (OFFICE HOURS)

ADVANCED

**Who:** Parish staff. **Goal:** Offer bookable time without giving out your whole schedule.

1. In **Admin** → **Appointments**, create an **appointment type** — title, description, length, location, and an optional room.
2. Set the **weekly availability windows** (e.g. Tue & Thu 09:00–12:00). Open slots are these windows stepped by the meeting length, minus anything already busy.
3. Tune the guardrails: **minimum notice**, how many **days ahead** it's bookable, and **before/after buffers**. Assign it to a staff member's calendar, or leave it open to any staff.
4. Choose whether bookings **require approval** or confirm instantly, and mark the type active when it's ready.

**Result:** Parishioners self-book real openings — and only the times you've offered.

#### USE CASE 9 · APPROVE OR DECLINE BOOKING REQUESTS

**Who:** Parish staff (or the staff member booked). **Goal:** Handle requests that need a yes/no.

1. Pending requests appear in a **queue** in Admin → Appointments — and on the booked staff member's **My Schedule**.
2. Review the time, requester, and location, then **Approve** (it confirms on the calendar) or **Decline**.

**Result:** Requests are answered quickly, and confirmed ones join the unified calendar.

#### USE CASE 10 · BLOCK OUT PERSONAL TIME

**Who:** Clergy / staff who take bookings. **Goal:** Mark yourself unavailable so no one books over it.

1. In **Admin** → **My Schedule**, use **Block out time** — a reason (optional), a date, and a time range (or all day). Repeat it weekly or monthly with an end date if needed.
2. Blocked time is **removed from your appointment availability** automatically and stays **private** — it never shows on the public calendar.
3. Review and remove your blocks any time, and see **appointments people have booked with you** in the same place.

**Result:** Days off, hospital visits, and retreats are protected — your open slots reflect when you're really free.

# Quick reference

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<b>Where's the parish calendar?</b>	The parish website → <b>Calendar</b> . It merges Masses, events, meetings, sacraments, room bookings, appointments, and any synced outside feeds into one view.
<b>Why no AM/PM?</b>	Every time shows in the parish's timezone in 24-hour format with the zone labeled (e.g. <b>17:00 PT</b> ) — so it's never ambiguous.
<b>Can I filter it?</b>	Yes — by <b>kind</b> (Mass, event, meeting...), <b>ministry</b> , or <b>room</b> , plus keyword search and a Month / List toggle.
<b>How do I get it in my own calendar?</b>	<b>Add to calendar</b> for one event, or <b>Subscribe</b> to the whole calendar as a live feed (Apple / Google / Outlook). Apply a filter first to subscribe to just that view.
<b>What's the liturgical context?</b>	Each day automatically shows its season, any feast or solemnity, the liturgical color, and a short theme — computed, never hand-maintained.
<b>How do I book time with a priest?</b>	<b>Book an appointment</b> from the Calendar → pick a type → choose an open slot → confirm. Some types confirm instantly; others need office approval.
<b>Why don't I see a time I want?</b>	Only free slots show — past the minimum notice, within the booking horizon, and not overlapping an existing booking, the staff member, or the room.
<b>Can we pull in another calendar?</b>	Yes — staff paste an <b>iCal/.ics link</b> in Admin → Calendar. It mirrors in, expands recurrences, refreshes daily, and stays read-only (owned by the source).
<b>Will a room get double-booked?</b>	No — overlapping room bookings (and too-tight turnarounds, given setup/teardown buffers) are flagged with a red ring and a monthly conflict count.
<b>How do I stop bookings on my day off?</b>	<b>Admin</b> → <b>My Schedule</b> → <b>Block out time</b> . Blocks are private and automatically removed from your appointment availability.

**The big idea:** the calendar is how a parish stays in sync. Nave merges every source into one view, keeps the times unambiguous and the liturgical context automatic, lets parishioners take it with them and book real openings — and gives staff conflict-aware planning, external-feed mirroring, and private time-blocking, all in one place.