

PARISH GUIDE

Mass Schedule — How It Works

Your weekly Mass and confession times, kept in one place — and shown everywhere a parishioner looks for them.

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

At a glance

"What time is Mass?" is the question a parish website exists to answer. The **Mass Schedule** is where the office answers it once: every weekly Mass, confession time and hour of adoration, plus the special days — Christmas, Holy Week, a Holy Day, an office closure — that change the usual week. From that one list, Nave fills in the **weekly schedule** on the home page, the **Today** card's next-Mass countdown, the parish **calendar**, and the answers **Ask the Parish** gives. Change a time once and every one of them follows.

1 · Staff enter the usual week



2 · Add special days



3 · Home page, Today card & calendar fill in



4 · Parishioners find Mass in a glance

One list, many places. There is no second copy of the schedule to keep in step — the home page, the Today card, the calendar and the parish's answers all read the same times. Every time is shown in **12-hour form with your time zone** (for example **5:00 PM PT**), so nobody has to guess. Tools that go a step beyond the basics are marked **ADVANCED**.

Who does what



Parishioners & visitors

Just open the parish website. The next Mass is on the Today card, the full week is a tap away, and nothing needs a sign-in.



Parish staff

Keep the times in **Admin** → **Mass Schedule**: the usual week, the seasonal and monthly extras, and the special days.

What's in one Mass time

Each entry is one time on one day. Only a type, a day and a time are needed — the rest is optional.



Type

Mass, Confession or **Adoration**. Confessions get their own chip on the schedule.



Repeats

Every week, Monthly (e.g. 1st Friday, or the Last Sunday) or **One time** on a date. Most of a parish's schedule is "every week".



Day & time

The weekday (or the date, for a one-time entry) and the start time. Entered in the parish's own time zone.



Language

The language the Mass is **celebrated in** — English, Español or Tagalog. Shown as an EN / ES / TL pill.



Label

Optional, e.g. **Vigil** or **Bilingual**. Written in English, translated automatically. The word "livestreamed" here draws the livestream badge.



Season

ADVANCED

Optional "from ... until" dates for a time that only runs part of the year. e.g. a Lenten Friday confession.

Special days sit on top of the usual week. A special day is a single date — Christmas, Ash Wednesday, a Holy Day, a public holiday. It can **add** Masses to that day, **replace** the normal schedule entirely, or mark the **parish office closed**. Nothing about the usual week changes; the special day only speaks for its own date.

Part A • For parishioners

No account or sign-in needed — the Mass schedule is public, and it reads in your own language.

USE CASE 1 • FIND THE NEXT MASS, RIGHT NOW

Who: Anyone. **Goal:** Know when to be at church next.

1. Open the parish home page. The **Today** card shows "**Next • Mass**" with the time and your time zone (e.g. **5:00 PM PT**), the Mass's language, and how long until it starts ("in 1h 20m").
2. If a Mass began within the last 50 minutes, the card says "**Happening now**" instead, and how many minutes ago it started.
3. No more Masses today? The card looks ahead through the coming week and shows the next one — "Tomorrow • English", or the day's name.
4. When the parish has confession later today, a **Confession Today** line lists the times just below.

Result: One look at the home page tells you when the next Mass is — with no calendar math and no guessing about time zones.

USE CASE 2 • SEE THE WHOLE WEEK

Who: Anyone. **Goal:** Plan ahead — the Sunday Masses, a weekday Mass, confession.

1. Scroll to **Weekly Mass & Confession Schedule** on the home page. On a phone it comes right after the welcome, because it is what most people came for.
2. The week is grouped into **Sunday**, **Monday – Friday** and **Saturday**. Today's group opens by itself and is marked **Today**; tap any other to open it. Your site remembers which ones you left open.
3. Each line shows the **time**, a **language pill** (EN, ES or TL) — or a **Confession** chip — and any label such as "Vigil". A monthly Mass carries its week, like "1st".
4. A closed group still shows a one-line summary: how many Masses, which languages, and whether there is confession.

Result: The whole week at a glance, including which Masses are in Spanish or Tagalog.

USE CASE 3 • CHRISTMAS, HOLY DAYS AND CLOSURES

Who: Anyone. **Goal:** Know when the usual times don't apply.

1. Upcoming special days appear as **their own dated groups** under the weekly schedule — for example "**Dec 25 • Christmas**" with that day's Masses.
2. If the parish has cancelled Masses on a day, its group says "**No Masses this day**", so you don't make the trip.
3. On the day itself, the Today card names the occasion and counts down to that day's Masses, not the usual ones.
4. When the **parish office** is closed (a public holiday, say), a "**Parish office closed**" notice appears with the announcements — on the day, and up to ten days ahead.

Result: Holy Days and holidays never catch you by surprise.

USE CASE 4 · WATCH A LIVESTREAMED MASS

Who: Anyone who can't be there in person. **Goal:** Find the Masses the parish streams.

1. Masses the parish streams carry a small **screen badge** on the weekly schedule ("Livestreamed").
2. If the parish has Watch Live turned on, the home page button reads "**Live now — watch Mass**" while a streamed Mass is on air. The Watch Live guide covers the rest.

Result: You know which Masses you can join from home, and when.

USE CASE 5 · OFFER A MASS, GIVE, OR TAKE IT WITH YOU

Who: Anyone. **Goal:** Do more with a Mass than just find it.

1. Where the parish takes Mass intentions, each upcoming Mass shows who it is offered for, or a **Book an intention** link.
2. Where the parish offers online giving, a **Give online** link sits under the schedule — and the Today card can offer **Give to this Mass**.
3. Every Mass, confession and adoration time also appears on the parish **Calendar**, which you can add to your phone's calendar (see the Calendar guide).

Result: The schedule is a starting point — from one Mass you can offer an intention, give, or save it to your own calendar.

Part B • For parish staff

You keep the schedule on one screen: **Admin** → **Mass Schedule** (its heading reads "Mass & Confession Schedule"). Opening it needs **Write** access to **Schedule & calendar** on the Access screen. Every time on it is in your parish's time zone — the screen says which ("All times are in Pacific Time").

USE CASE 6 • ENTER THE USUAL WEEK

Who: Parish staff. **Goal:** Put the regular Mass and confession times online.

1. Open **Admin** → **Mass Schedule**. The top of the screen is a **week grid**, one column per day.
2. Under a day, tap **+ Add**. Choose the **Type** (Mass, Confession, Adoration), the **Time** — e.g. 8:00 AM — and the **Language**. Leave **Repeats** on **Every week**.
3. Add an optional **label** such as "Vigil" in English. Spanish and Tagalog are filled in for you.
4. Save. The time appears as a chip in that day's column, and on the home page straight away.

Result: The home page schedule, the Today card, the calendar and the "Masses each week" figure all fill in from what you entered.

USE CASE 7 • A MONTHLY MASS, OR ONE ONLY IN SEASON

ADVANCED

Who: Parish staff. **Goal:** Schedule a First Friday Mass, or a time that only runs in Lent.

1. For a monthly time, set **Repeats** to **Monthly**, pick the day, then **Which week** — 1st to 5th, or **Last**. The chip in the grid shows the week ("1st").
2. For a seasonal time, tap **+ Only during a season** and fill in **In season from** and **...until**. Outside those dates the time leaves the public schedule by itself, and it comes back next season if you move the dates.

Result: Nobody has to remember to add the Lenten confessions on Ash Wednesday, or take them down after Easter.

USE CASE 8 • PREPARE FOR A HOLY DAY

Who: Parish staff. **Goal:** Make sure the Holy Day Masses are right.

1. Nave watches the Church calendar for you. Holy Days of Obligation in the next four months appear under **Upcoming Holy Days**, each showing the Masses that already fall on that day ("Currently: 8:00 AM, 12:10 PM (Pacific Time)").
2. If the usual times are right, do nothing — your normal schedule already applies.
3. If the day is different, tap **Set up special times**. That creates a special day named for the feast, which you then open to add its Masses (next use case). The feast name then also shows on your site.

Result: Holy Days get a reminder months ahead, with the current plan right beside it.

USE CASE 9 · CHRISTMAS, HOLY WEEK AND OTHER SPECIAL DAYS

Who: Parish staff. **Goal:** Give one date its own Masses.

1. Under **Special days**, choose the **Date**, give it a **Label** (e.g. "Christmas"), and tap **Add**.
2. Tick **Replaces normal schedule** if *only* this day's own Masses should show. Leave it unticked to **add** Masses on top of the usual ones.
3. Open the day and use **Masses on this day** to add as many times as you need — each with its type, language and an optional note.
4. To cancel every Mass on a day, tick **Replaces normal schedule** and add no times: the public schedule then says "**No Masses this day.**"

Result: The next few special days show as their own dated groups on the home page, and the Today card and calendar follow them on the day.

USE CASE 10 · CLOSE THE OFFICE FOR A HOLIDAY

Who: Parish staff. **Goal:** Tell people the office is closed — without touching Mass.

1. Under **Special days**, **Upcoming public holidays** lists the US holidays in the next four months. Tap one to mark the office closed.
2. A holiday that falls on a weekend is marked on the **weekday it is observed**, since the office is closed at weekends anyway.
3. You can also tick **Office closed** on any special day you add yourself.
4. Marking a holiday never cancels Mass: the day's usual Masses stay on the schedule. If that day already had a special schedule of its own, it keeps it.

Result: A "**Parish office closed**" notice appears with the home-page announcements, up to ten days ahead, while the Masses stay as they are.

USE CASE 11 · MARK THE MASSES YOU STREAM

Who: Parish staff. **Goal:** Show which Masses people can watch from home.

1. Open a weekly Mass and put the word **livestreamed** in its **label** (in English — other words can sit beside it, e.g. "Vigil · livestreamed").
2. On the public schedule the word becomes a **screen badge**, and the rest of the label still shows.
3. With Watch Live turned on, the same word tells the home page when to say "**Live now**": from the Mass's start time for 75 minutes. Only weekly Masses count. The Watch Live guide covers connecting YouTube or Facebook.

Result: Mark a Mass once, and the badge and the live button both follow it.

USE CASE 12 · CHANGE OR REMOVE A TIME

Who: Parish staff. **Goal:** Keep the schedule accurate when times change.

1. Tap any chip in the week grid to edit it. Change the time, language or label and **Save** — every page that shows it updates.
2. A one-time Mass is listed by date under **One-time Masses**; tap it to edit it the same way.
3. Prefer **editing** a time to deleting and re-adding it. Other things hang off each Mass: its **serving assignments**, the ministers' standing assignments and its music plans are **deleted** with it, while Mass intentions booked for it are kept but no longer tied to a Mass.
4. To remove a time, open it and tap **Delete this time**.

Result: The schedule stays true, and the serving roster and intentions built on it stay whole.

Quick reference

Where do I edit Mass times?	Admin → Mass Schedule . Tap + Add under a day, or tap an existing time to change it.
Who can edit the schedule?	Anyone with Write on Schedule & calendar in Access.
Where does the schedule appear?	The home page's Weekly Mass & Confession Schedule , the Today card, the parish Calendar , Ask the Parish , Mass intentions, online offertory and the serving roster — all from the same list.
Which time zone are the times in?	Your parish's, set in Parish info. Times always show in 12-hour form with the zone — e.g. 7:30 AM PT .
Do I translate the labels?	No — write them in English . Spanish and Tagalog are filled in automatically.
What does "Language" mean on a Mass?	The language the Mass is celebrated in — not the language of the website. A Spanish Mass shows an ES pill to every visitor.
How do I schedule First Friday?	Set Repeats to Monthly , the day to Friday and Which week to 1st.
How do I show different Masses on Christmas?	Add a special day , tick Replaces normal schedule , then add that day's Masses inside it.
How do I cancel Mass on one day?	Add a special day with Replaces normal schedule ticked and no times. The site says "No Masses this day."
Why did a time vanish from the public schedule?	Usually its season has ended ("In season ... until"), or a special day that replaces the usual schedule is in effect.
How does the "Live now" button know?	From the word livestreamed in a weekly Mass's label — live for 75 minutes from its start. See the Watch Live guide.
Is it safe to delete a Mass time?	It removes that Mass's serving assignments and music plans too. Edit the time instead if the Mass is only moving.

The big idea: the office keeps one honest list of when Mass is said, and Nave shows it everywhere a parishioner looks — the front page, the Today card, the calendar — in their language and their time zone. Special days speak for their own date and never disturb the usual week.