

PARISH GUIDE

Ministries & Serving — How It Works

From getting involved to serving at Mass — in plain language.

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

The idea at a glance







A **ministry** is any group through which parishioners serve and belong — from a food pantry to the choir to the Eucharistic ministers. Nave gives every ministry a home on your website, a roster, leaders, events, and updates. Parishioners discover ministries, get involved, and (for liturgical ministries) see exactly when they're scheduled to serve.



Simple by default, powerful when you need it. The basics — a directory, a way to join, a contact — work out of the box. Advanced tools (per-Mass serving rosters, member sign-ups, service-hour tracking, leader workspaces) switch on when a parish is ready. In this guide, advanced features are marked **ADVANCED**.

The five kinds of ministry

Every ministry is classified so visitors can find the right group quickly. The kind only affects how it's grouped on the website — all the tools work the same.

 Service & Outreach Serving the community. e.g. St. Vincent de Paul, food pantry, prison ministry.	 Faith Formation Learning and growing in faith. e.g. RCIA, Bible study, youth group.
 Liturgical Serving at Mass. e.g. Eucharistic ministers, lectors, altar servers, hospitality, choir.	 Devotional Prayer and devotion. e.g. Rosary group, adoration, Legion of Mary.
 Cultural Community & heritage. e.g. Filipino association, Guadalupanas.	 All are welcome Any ministry can show a welcome badge so newcomers know they belong.

Liturgical ministries are special. Beyond a homepage and roster, they get a **serving schedule**: the office sets how many of each role a Mass needs, assigns trained members (or opens sign-ups), and everyone can see who's serving. That's Parts B & C below.

Part A • For parishioners

How to find a ministry, get involved, and — if you serve at Mass — see your schedule. The directory pages are multilingual, so you're guided in your own language.

USE CASE 1 • DISCOVER MINISTRIES

Who: Anyone. **Goal:** Find a group to get involved with.

1. On the parish website, open **Ministries** (also featured on the home page).
2. Browse by kind — Service, Faith Formation, Liturgical, Devotional, Cultural.
3. Tap a ministry to open its page: what it does, when it meets, who to contact, and upcoming events.

Result: A clear picture of every way to belong at your parish.

USE CASE 2 • JOIN A MINISTRY

Who: A parishioner. **Goal:** Ask to become part of a ministry.

1. On the ministry's page, tap **Join** (or "Get involved") and add a short note if you like.
2. Your request goes to the ministry's leader, who approves it.

Result: Once approved, you're on the roster and in the loop for that ministry.

USE CASE 3 • FOLLOW & CONTACT

Who: A parishioner. **Goal:** Stay informed, or ask a question — without fully joining.

1. **Follow** a ministry to receive its updates and event notices.
2. Use the ministry's **contact** link to message its leader directly.

Result: You hear about what matters and can reach the right person.

USE CASE 4 · SEE WHEN YOU'RE SERVING & CONFIRM

ADVANCED

Who: A member of a liturgical ministry (EMHC, lector, server, hospitality). **Goal:** Know your Mass assignments and confirm you'll be there.

1. Sign in and open **My Parish** → **Serving schedule**.
2. See "**You're serving**" — every upcoming Mass you're scheduled for, with the date, time, and role. Anything that still needs your reply shows an "**Action needed**" tag.
3. Tap **Confirm** to let the coordinator know you'll be there — or "**Can't make it**" to free the slot so someone else can take it.
4. You'll also get a **reminder email the day before** you serve, with a link to confirm or ask for a sub.
5. Browse "**Who's serving**" to see the full roster for upcoming Masses.

Result: No paper sign-up sheet — your schedule is on your phone, and a quick tap keeps the coordinator in the loop.

USE CASE 5 · SIGN UP FOR AN OPEN SLOT

ADVANCED

Who: A **trained** liturgical member. **Goal:** Volunteer for a Mass that still needs people.

1. On your **Serving schedule**, look under "**Open slots you can fill.**"
2. Tap **Sign up** on a Mass that fits. (You can't double-book yourself, and your monthly limit is respected.)
3. Changed your plans? **Cancel** a slot you signed up for.

Result: Masses get covered, and you serve when it suits you.

USE CASE 6 · LOG SERVICE HOURS

ADVANCED

Who: A volunteer or Confirmation candidate. **Goal:** Record hours served for a ministry.

1. Log the activity, date, and hours from the ministry's page or your portal.
2. The ministry leader **verifies** the hours.

Result: A trusted, running total — handy for Confirmation requirements.

Part B · For ministry leaders

If you lead a ministry, you get your own workspace — **Admin** → **My Ministry** — scoped to just your group. No need for full office access.

USE CASE 7 · YOUR MINISTRY WORKSPACE

Who: A ministry leader. **Goal:** Run your ministry from one screen.

1. Open **My Ministry** to see your roster, posts, join requests, events, and service hours.
2. Everything here is limited to your ministry — you can't see or change other groups.

Result: Leaders are empowered without handing out the keys to the whole office.

USE CASE 8 · MANAGE YOUR ROSTER & REQUESTS

Who: A ministry leader. **Goal:** Keep an accurate member list.

1. Add members — either by linking a parishioner's account or as a free-text name — and give each a **title** (Leader, Coordinator, Member).
2. Review **join requests** and approve or decline them.

Result: An up-to-date roster that also feeds the parish People directory.

USE CASE 9 · POST UPDATES & SCHEDULE EVENTS

Who: A ministry leader. **Goal:** Keep members informed and on the calendar.

1. Write a **post** — it reaches your members and shows on the ministry's page.
2. Schedule a ministry **event**; it lands on the parish calendar automatically.

Result: One place to communicate and plan, with no email chains.

USE CASE 10 · COORDINATE THE SERVING ROSTER

ADVANCED

Who: The leader of a **liturgical** ministry (e.g. the EMHC or lector coordinator). **Goal:** Schedule who serves at each Mass — for your ministry only.

1. Mark which members are **trained** (and an optional monthly limit) on your roster.
2. Open **Serving Roster** and assign trained members to upcoming Masses, or open slots for them to **sign up** themselves.

Result: Your Masses stay covered, and members see their schedule instantly.

Part C • For parish staff

The office sets up ministries and the parish-wide serving schedule from **Admin** → **Ministries** and **Admin** → **Serving Roster**.

USE CASE 11 • SET UP A MINISTRY

Who: Parish staff. **Goal:** Add a ministry to the website.

1. Open **Admin** → **Ministries** and add the ministry: name, kind, description, when it meets, contact, and a photo.
2. Choose a **Nave-hosted homepage** (its own page with events, members, updates) or **link out** to an external site.
3. Write content in English only — Spanish and other languages are **translated automatically**.

Result: A polished ministry page, in every language your parish offers.

USE CASE 12 • ASSIGN A LEADER

Who: Pastor / office manager. **Goal:** Delegate a ministry to its leader.

1. In **Admin** → **Ministries**, assign a parishioner's account as the ministry's **leader**.
2. They immediately get the **My Ministry** workspace (roster, posts, events, hours) — scoped to just that ministry.

Result: Leaders run their own groups; the office stays out of the weeds.

USE CASE 13 • MAKE A MINISTRY "LITURGICAL"

ADVANCED

Who: Parish staff. **Goal:** Enable Mass-serving for a ministry.

1. Open the ministry in **Admin** → **Ministries** and set its **Liturgical role** (Eucharistic Minister, Lector, Altar Server, Hospitality...).
2. On each member, open **Eligibility** and mark them **Trained** (with an optional max-per-month). Only trained members can be scheduled.

Result: The ministry now appears in the Serving Roster, with its trained pool ready.

USE CASE 14 · BUILD THE SERVING ROSTER

ADVANCED

Who: Parish staff (or a liturgical leader). **Goal:** Staff every Mass.

1. Open **Admin** → **Serving Roster**. Under "**What each Mass needs**," set how many of each role a Mass requires (e.g. 4 EMHCs, 2 lectors), and tick **Self sign-up** for any slots members may claim.
2. The roster reads as a **day-by-day agenda**. Assign trained members to each Mass. (Anyone already serving that Mass, or over their monthly limit, is hidden automatically.)
3. Watch each person's status at a glance: **assigned**, a green ✓ **confirmed** once they reply, or a struck-through **declined** — which **reopens the slot** so you can fill it or let someone sign up.
4. Set the **choir / cantor** for a Mass in the same place (tucked under "🎵 Music").

Result: A complete, conflict-free roster — published to every member's phone, with the day-before reminders nudging people to confirm.

USE CASE 15 · SEE THE WHOLE PICTURE

Who: Parish staff. **Goal:** Understand who's involved where.

1. **Admin** → **People & Team** shows each person with all their ministry "hats" in one place.
2. Reorder ministries, toggle the "**All are welcome**" badge, and turn features on or off as the parish grows.

Result: One source of truth for parish involvement.

Quick reference

Where do parishioners find ministries?	The parish website → Ministries (and the home page). Each ministry has its own page.
How do I join one?	Tap Join on the ministry's page; the leader approves. You can also follow for updates without joining.
What makes a ministry "liturgical"?	Staff set a liturgical role on it (EMHC, lector, server, hospitality). That unlocks the serving schedule and trained-member tracking.
Where do I see my serving schedule?	Sign in → My Parish → Serving schedule . You'll see your assignments, open slots you can claim, and who else is serving.
Do I get reminded to serve?	Yes — a reminder email the day before , with a link to confirm or tap " Can't make it. " Declining reopens your slot for a substitute.
Who builds the Mass roster?	Parish staff or the ministry's leader, in Admin → Serving Roster — set the needs, assign people, or open sign-ups. Confirmed/declined replies show right on the roster.
How is the choir scheduled?	At the group level — staff pick which choir/cantor covers each Mass (not an individual rotation).
Can leaders run their own group?	Yes — Admin → My Ministry gives each leader roster, posts, events, and hours, scoped to their ministry only.
What languages?	Ministry pages are multilingual (English / Spanish / more). Staff write English; the rest is translated automatically.

The big idea: ministries are how a parish belongs and serves together. Nave makes the simple things effortless — a directory, a way to join — and the hard things (covering every Mass, tracking trained ministers, keeping volunteers informed) finally manageable, all in one place.