



Section 1: Pre-Meeting Checklist

Use this checklist to ensure your meeting is purposeful and productive:

- ☐ Submit your top 3 'must-have' ministry dates.
- ☐ Review last year's calendar for conflicts and patterns.
- ☐ Block off known diocesan or school-wide events.
- ☐ Revisit your ministry's alignment with parish mission.
- ☐ Come ready to listen—not just advocate.
- ☐ Appoint someone to capture notes and calendar entries.
- ☐ Bring a printed or digital copy of your proposed events.

Clarify. Collaborate. Come ready to build a shared mission.

Section 2: Meeting Agenda Template

Total Time: 2 hours max

Opening Prayer & Vision Casting (15 min)

- Revisit parish mission, values, and vision for the year.
- Share wins from the past year that align with the mission.

Layered Calendar Planning (60 min)

- Add Major Anchors (sacraments, Holy Days, diocesan events).
- Establish Seasonal Focuses (e.g., Advent, Lent, Ordinary Time).
- Map Ministry-Specific Dates (youth nights, Bible studies, service).

Conflict Check & Margin Planning (20 min)

- Identify overlaps or burdensome seasons.

- Ensure space for rest, recovery, and flexibility.

Capture & Confirm (15 min)

- Digital calendar updates in real-time.
- Assign action steps and follow-up items.

Section 3: Digital Calendar Recommendations

- Google Calendar: Shareable, color-coded, integrates with email.
- Trello: Visual drag-and-drop interface, good for planning phases.
- Planning Center Calendar: Ideal for liturgy teams and churches with staff scheduling needs.

Choose a tool your entire team can access and commit to using.

Section 4: Sample Communication for Staff

Subject Line: Let's Build the Year Together - Calendar Meeting Next Week

Hey Team,

We're getting ready for our Annual Parish Calendar Meeting next week, and this is our opportunity to align our ministries with the parish mission and prepare for a strong year. Please:

- 1. Submit your top 3-5 key dates.***
- 2. Review the attached Pre-Meeting Checklist.***
- 3. Come ready to collaborate and be flexible.***

Thanks for all you do to build a parish that lives out the Gospel!