



# Church Calendar Creation and Communication Process

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## I. Why a Church Calendar Matters

A well-planned church calendar is not just an administrative tool—it's a spiritual discipline. In 1 Corinthians 14:40, Paul writes, "Let all things be done decently and in order." A calendar helps the church function in order and excellence, ensuring every ministry is aligned with God's mission.

Jesus Himself demonstrated intentional planning—He organized the feeding of the five thousand (Mark 6), sent disciples out two by two (Mark 6:7), and celebrated feasts on time (John 7:2-10). Proverbs 29:18 reminds us that "where there is no vision, the people perish," and a calendar helps the church move with vision and strategy.

## II. Step-by-Step: Creating the Church Calendar

### 1. Identify the Planning Team

Include the pastor, church secretary/admin, ministry leaders, treasurer, and a communications representative.

### 2. Set a Planning Timeline

Begin 3–6 months before the new calendar year (e.g., start in September for next year).

### 3. Review the Mission and Vision

Ensure every event proposed aligns with the church's core mission and vision.

### 4. Establish Anchor Dates

Include Christian holidays (Easter, Christmas), National holidays (Thanksgiving, Black History Month), Conference events (Campmeeting), and church-wide events (Anniversary, Homecoming, Pastoral Appreciation).

### 5. Solicit Ministry Event Proposals

Use event proposal forms to collect event names, dates, ministry purpose, room requests, AV needs, and contacts.

### 6. Avoid Scheduling Conflicts

Use a master calendar and coordinate across ministries to avoid overlap and burnout.

## **7. Finalize and Approve**

Present to the church board for official vote and share internally with all leaders.

## **8. Share Internally**

Distribute via digital calendar, printout, email, and staff meetings.

# **III. How to Communicate Church Events Effectively**

## **1. Use a Communication Timeline**

Promote events 3–4 weeks in advance. Major events should start 6–8 weeks early.

## **2. Choose Multiple Channels**

Use website, email, bulletins, social media, text alerts, and pulpit announcements.

## **3. Assign a Communication Lead**

A point person should design graphics, manage timelines, and ensure consistency.

## **4. Include Essential Information**

What, When, Where, Who it's for, How to register, and Contact info.

## **5. Evaluate Communication Success**

Use feedback and metrics (RSVPs, attendance) to evaluate effectiveness and improve.