

PARISH GUIDE

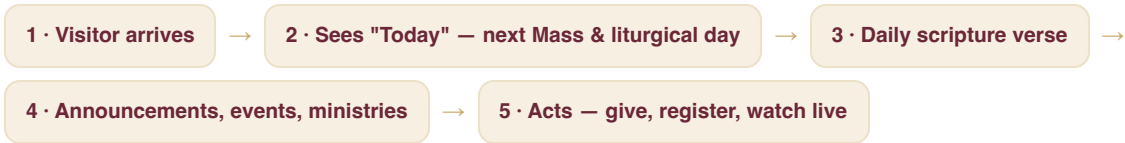
# Home Page — How It Works

Your parish's front door on the web — what visitors see, and how staff shape it.

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


# At a glance

Every parish on Nave gets a **living home page** — not a static brochure. It greets each visitor in their own language, shows what's happening *today* (the next Mass, the day's place in the Church calendar, a fitting scripture verse), and surfaces the latest announcements, events, and ministries. Most of it fills itself in. Staff customize a handful of things — the parish's name and story, its colors, a photo, and the announcements — and the page keeps itself current after that.




**Self-updating by design.** The "Today" card, the next-Mass countdown, the liturgical season and feast, and the daily verse are all **computed from the date** — no one types them in. They're correct every morning with zero upkeep. The parts staff *do* control are covered in Part B; advanced touches are marked **ADVANCED**.

## Who does what

 **Parishioners & visitors**

Just visit. The page reads in their language and shows what matters now — when to come to Mass, what's happening, how to get involved or give.

 **Parish staff**

Set the parish info, pick a look, add a photo, and post announcements. Write in English only — other languages translate automatically.

## What's on the home page


Sections appear automatically when there's something to show (and when the parish has that feature turned on). A parish never ends up with an empty section.

 **Hero & welcome**


The parish name/tagline, the languages Mass is offered in, quick-action buttons, and a "New here?" welcome card. First impression.

 **Today at the parish**


The date, the liturgical day & season, the next (or in-progress) Mass with a countdown, today's confessions, and a link to the daily readings.

 **Scripture of the day**


A one-line verse chosen to match the season — Advent looks to the Lord's coming, Lent to repentance, Easter to the Resurrection.

 **Announcements**

The latest parish notices staff post — with an optional category label.

 **Events & ministries**

A preview of upcoming events and a few ministries, each linking to the full page.

 **Story, schedule & bulletin**

The parish's heritage and pastor, the full Mass schedule, a stats band, and a link to the bulletin.

## Part A • For parishioners

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What a visitor sees and can do the moment they land on the parish home page. Everything is multilingual, so each person is guided in their own language (English, Spanish, or Tagalog) — set once, remembered after.

### USE CASE 1 • KNOW WHEN THE NEXT MASS IS

**Who:** Anyone. **Goal:** Find out when to come to Mass — without hunting through a schedule.

1. Open the parish home page. The **"Today"** card shows the date and either **"Happening now"** (a Mass currently underway, with how long ago it started) or **"Next • Mass"** with a countdown.
2. The time is shown in **24-hour format with the parish's time zone** (e.g. "17:00 PT") so it's never ambiguous.
3. If there are no more Masses today, the card points to the next day that has one.
4. Today's **confession** times appear right below when offered.

**Result:** A glance tells you exactly when to be at church next — no calendar math.

### USE CASE 2 • SEE TODAY'S PLACE IN THE CHURCH YEAR

**Who:** Anyone. **Goal:** Know the liturgical season, feast, and the day's readings.

1. The **"Today"** card names the **season and week** (e.g. "Easter • Week 5"), the day's **feast or celebration** (with its rank), and a one-line theme.
2. A colored bar reflects the day's **liturgical color** (green, violet, white, red, rose). **Holy Days of Obligation** get a badge.
3. Tap **Readings** to open the day's Scripture readings.

**Result:** The parish website quietly keeps everyone in step with the Church calendar — automatically, every day.

### USE CASE 3 • A VERSE TO CARRY WITH YOU

**Who:** Anyone. **Goal:** A moment of inspiration that fits the season.

1. The **scripture band** shows a short verse chosen to echo the current liturgical season.
2. It rotates day by day, so a return visit brings something new — with no one updating it.

**Result:** A small, fitting word of Scripture greets every visitor, in their language.

#### USE CASE 4 · TAKE ACTION — GIVE, REGISTER, WATCH

**Who:** Anyone. **Goal:** Do the thing they came for, fast.

1. **Quick-action buttons** in the hero jump straight to common needs — **Mass times, Give online, Prayer request, Watch live, Sacraments** — showing only the ones the parish offers.
2. New to the parish? A **welcome card** invites you to register; already a parishioner, the same spot links to update your info.
3. If the parish is **streaming right now**, a red "**Live now**" banner appears across the top.

**Result:** The most common next steps are one tap away — no menu-digging.

#### USE CASE 5 · CATCH UP ON PARISH LIFE

**Who:** Anyone. **Goal:** See what's new and what's coming up.

1. Scroll to **Announcements** for the latest notices (each with an optional category like "Liturgy").
2. The **Events** strip previews what's coming — with date, time, location, and an **RSVP** or **Add to calendar** button.
3. The **Ministries** preview shows a few ways to get involved, linking to the full directory.
4. Learn the parish's **story**, meet the **pastor**, see the full **Mass schedule**, and open the **bulletin** — all further down.

**Result:** One page is enough to feel caught up and connected.

## Part B • For parish staff

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You shape the home page from a few admin screens. The golden rule: **write in English only** — Spanish and Tagalog are filled in automatically, so you never maintain three copies of anything.

### USE CASE 6 • SET YOUR PARISH IDENTITY

**Who:** Parish staff. **Goal:** Tell visitors who you are.

1. Open **Admin** → **Parish info**. Set the **name**, a **tagline** (the big hero headline), and your **Our Story** blurb.
2. Add **city, diocese, and founded year** — the founded year becomes a "years serving" stat on the page.
3. Add the **pastor** (name, photo, biography) and the **patron / patroness** (name, photo).
4. Tap **View public page** any time to see the result.

**Result:** Your name, story, and leadership appear across the home page — in every language you offer.

### USE CASE 7 • CONTACT DETAILS, LINKS & SOCIALS

**Who:** Parish staff. **Goal:** Make it easy to reach and follow you.

1. Still in **Parish info**, set **address, phone, and email**, plus your **time zone** (all Mass and event times display in it).
2. Add an **online giving link** (Pushpay / Stripe / diocesan page) to show a **Give online** button, and a **live-stream URL** for **Watch live**.
3. Add **Facebook** and **Instagram** links to show social icons in the footer.

**Result:** The right buttons and links appear automatically wherever they belong.

### USE CASE 8 • ADD THE PATRONAL FEAST COUNTDOWN

**ADVANCED**

**Who:** Parish staff. **Goal:** Build anticipation toward your patronal feast.

1. In **Parish info**, set the **patron / patroness name** and the **patronal feast day** (month and day — the year is ignored).
2. The home page then shows a **countdown** to the next occurrence ("12 days until ..."), and a special note on the day itself.

**Result:** A warm, recurring countdown to the parish's namesake celebration — set once.

#### USE CASE 9 · CHOOSE YOUR LOOK (COLORS & FONTS)

**Who:** Parish staff. **Goal:** Match the site to your parish's identity.

1. Open **Admin** → **Design** and pick a **theme preset** — Cathedral, Marian Blue, Sage, Royal Purple, Slate, or Rose.
2. Fine-tune the **accent color** and choose a **display font** (Classic, Elegant, or Modern).
3. Anything you don't change keeps a tasteful default, so you can't make it look broken.

**Result:** A polished, on-brand look applied to your whole live site in seconds.

#### USE CASE 10 · ADD A HERO / CHURCH PHOTO

**Who:** Parish staff. **Goal:** Give the page a sense of place.

1. In **Parish info**, upload a **hero / church photo** (and a square **logo** for the header).
2. In **Design**, set the **Hero style** to **Photo** to show it behind the hero — or **Gradient** for a clean color backdrop instead.
3. The same photo also appears in the heritage section and behind the scripture band.

**Result:** A striking, parish-specific hero — text stays readable thanks to a built-in scrim.

#### USE CASE 11 · POST ANNOUNCEMENTS

**Who:** Parish staff. **Goal:** Share timely notices on the home page.

1. Open **Admin** → **Announcements** and add one: an optional **category** (e.g. "Liturgy"), a **title**, and a **body**.
2. Write in **English** — Spanish and Tagalog are **translated automatically**.
3. Use the **up/down** controls to reorder; the home page shows the most recent few, and the rest live on the announcements section.

**Result:** Fresh notices appear on the home page in every language, in the order you choose.

#### USE CASE 12 · TRUST THE PARTS THAT RUN THEMSELVES

**Who:** Parish staff. **Goal:** Know what you *don't* have to maintain.

1. The **"Today" card** (date, season, feast, color, next-Mass countdown, confessions, readings link) is **computed from the date and your Mass schedule** — never typed in.
2. The **daily scripture verse** is chosen automatically to match the season and rotates each day.
3. The **stats band** and section previews fill from your existing data (years serving, Masses per week, ministries, languages).

**Result:** The page stays current on its own — your job is the parish info, the look, and the announcements.

# Quick reference

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**Where do I edit the parish name, story, and contact info?**

**Admin** → **Parish info**. Tagline, Our Story, pastor, patron, city/diocese/founded, address, phone, email, time zone, giving link, live-stream, and socials all live here.

**How do I change colors or fonts?**

**Admin** → **Design** — pick a theme preset, tweak the accent color, choose a display font, and set the hero to Photo or Gradient.

**How do I add the big hero photo?**

Upload it under **Parish info** → **Hero / church photo**, then set **Design** → **Hero style** to **Photo**.

**Where do home-page announcements come from?**

**Admin** → **Announcements**. The home page shows the most recent few in the order you set.

**Do I have to translate everything?**

No — write **English only**. Spanish and Tagalog are translated automatically for the tagline, story, pastor bio, announcements, and more.

**Who updates the "Today" card and the next-Mass time?**

No one — it's computed from the date and your Mass schedule. The liturgical season, feast, color, and Holy Days are calculated automatically.

**Where does the daily verse come from?**

It's picked automatically to match the liturgical season and rotates each day. No CMS entry needed.

**Why is a section (events, ministries, bulletin) not showing?**

Sections appear only when there's content *and* the feature is turned on. Empty sections are hidden so the page never looks bare.

**Why are times shown like "17:00 PT" instead of 5:00 PM?**

Nave always uses **24-hour time with a time-zone label** — clearer for a multilingual, multi-region audience. Set your zone in Parish info.

**How do the Give / Watch live buttons appear?**

Add an **online giving link** and a **live-stream URL** in Parish info; the matching quick-action buttons then show automatically.

**The big idea:** the home page is your parish's living front door. Nave keeps the time-sensitive parts — the next Mass, the day's feast, a fitting verse — accurate on their own, so staff only tend the few things that are truly yours: who you are, how you look, and what you want to announce.