

PARISH GUIDE

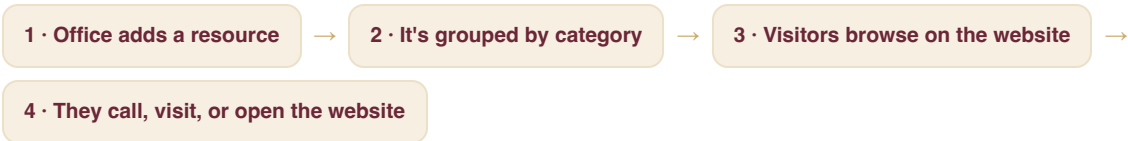
Resources — How It Works

Your parish's community help desk — food, housing, legal, health, and more — in plain language.

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

At a glance







The **Resources** page is a curated directory of community help your parish points people to — a food pantry, a housing program, free legal aid, a health clinic, a crisis hotline. The office adds each resource once, in plain English; visitors browse it on the parish website, grouped by category, with the contact and website right there. Many resources carry a "**Serves everyone**" badge so newcomers and immigrant families know they're welcome.



Author once, available in every language. Staff write each resource in **English only**. The description is translated to Spanish and Tagalog automatically, so a parishioner is guided in their own language. The resource's **name** (the organization's name) stays as written — it isn't translated. Tools that go a step beyond the basics are marked **ADVANCED** in this guide.

What's in one resource

Every resource is a single card. Only a name is required — the rest fills the card in as you add it.

 Name The organization or program. e.g. St. Vincent de Paul Food Pantry. Required; shown as written.	 Category How it's grouped on the page. e.g. Food, Housing, Legal, Health. Defaults to "General."
 Description What it offers, in your own words. Multilingual — written in English, auto-translated.	 Contact Phone, address, or hours — one free-text line. e.g. (408) 555-0199 · Mon–Fri 9–17.
 Website An optional link. Shows as a "Visit website →" button that opens in a new tab.	 Serves everyone An optional badge — "Serves everyone, regardless of immigration status."

Built for a global parish. The Resources page leads with "Help is here — for everyone." It's designed to be a trustworthy, multilingual front door to community support — especially for families who may hesitate to ask.

Part A • For parishioners

How to find help on the parish website. The page is multilingual, so you're guided in your own language — no sign-in needed.

USE CASE 1 • BROWSE RESOURCES BY CATEGORY

Who: Anyone — no account needed. **Goal:** Find the kind of help you're looking for.

1. On the parish website, open **Resources** (titled "Community Resources").
2. Resources are grouped under clear headings — **Food, Housing, Legal, Health**, and more.
3. Scan the cards under each heading to find the right program.

Result: A clear, organized list of every place your parish trusts to help.

USE CASE 2 • GET THE CONTACT & REACH OUT

Who: Anyone. **Goal:** Actually connect with a resource.

1. Each card shows a short **description** of what the program offers.
2. Below it you'll find the **contact** — a phone number, address, or hours.
3. If the resource has a website, tap **"Visit website →"** — it opens in a new tab so you don't lose the parish page.

Result: You know exactly who to call or where to go.

USE CASE 3 • KNOW YOU'RE WELCOME

Who: Anyone — especially immigrant families. **Goal:** Find help without fear.

1. Look for the **"Serves everyone"** badge on a card.
2. It means that resource helps everyone, regardless of immigration status.

Result: Confidence that the door is open to you and your family.

USE CASE 4 • READ IT IN YOUR LANGUAGE

Who: Any parishioner. **Goal:** Understand each resource clearly.

1. Set the website to your language (English, Spanish, or Tagalog).
2. Each resource's description shows in your language automatically.

Result: No translating in your head — help is explained plainly in your own words.

Part B • For parish staff

The office builds and maintains the directory from **Admin** → **Resources**. Anyone with content-editing access can manage it. Write everything in English — the rest is translated for you.

USE CASE 5 • ADD A RESOURCE

Who: Parish staff. **Goal:** Put a community resource on the website.

1. Open **Admin** → **Resources** and use the **New resource** form at the top.
2. Enter the **name** (required), and a **category** like Food, Housing, or Legal. (Leave category blank and it lands under "General.")
3. Add a short **description**, a **contact** line (phone / address / hours), and a **website** if there is one.
4. Tick "**Serves everyone, regardless of immigration status**" when it applies.
5. Tap **Add resource**. Use "**View public page**" to see how it looks.

Result: A new card, grouped under its category, live on the parish website.

USE CASE 6 • EDIT OR REMOVE A RESOURCE

Who: Parish staff. **Goal:** Keep details current.

1. In the list below the form, tap a resource to expand it.
2. Change any field and tap **Save**.
3. To take one down, tap **Delete** and confirm.

Result: Phone numbers, hours, and links stay accurate — no stale info.

USE CASE 7 • ORGANIZE BY CATEGORY & ORDER

Who: Parish staff. **Goal:** Control how the page reads.

1. Resources are **grouped by their category** on the public page — give related resources the same category name to group them.
2. Within a category, cards are ordered by **Sort order** — a lower number appears first. Set it on each resource to control the sequence.

Result: The most important help shows up where people look first.

USE CASE 8 · TRANSLATIONS, HANDLED FOR YOU

ADVANCED

Who: Parish staff. **Goal:** Reach every parishioner in their language.

1. Write the **description in English** only. Spanish and Tagalog are generated automatically (for the languages your parish has turned on).
2. Want to fine-tune a translation? Edit it directly in the per-language fields — your wording is kept and won't be overwritten.
3. Changed the English later? Use **Regenerate translations** to refresh the others.

Result: A fully multilingual directory from a single English entry.

Quick reference

Where do parishioners find resources?	The parish website → Resources ("Community Resources"). No sign-in needed.
How are resources organized?	Grouped by category (Food, Housing, Legal, Health...). Within a category they follow each resource's Sort order number.
What's the minimum to add one?	Just a name . Category, description, contact, website, and the welcome badge are all optional. No category? It goes under "General."
What does the contact field hold?	A single free-text line — a phone number, an address, or hours. Whatever helps people reach the resource.
What is the "Serves everyone" badge?	A flag the office sets meaning the resource helps everyone, regardless of immigration status. It shows as a badge on the card.
What languages?	Resource descriptions are multilingual (English / Spanish / Tagalog). Staff write English; the rest is translated automatically. The resource's name isn't translated.
Who can edit the directory?	Anyone with content-editing access in Admin → Resources (pastor, staff, and others your parish grants).
Will a link leave the parish site?	The "Visit website →" button opens the resource in a new tab , so the parish page stays put.

The big idea: Resources turns your parish into a trustworthy, multilingual front door to community help. The office curates it once in plain English; everyone else finds food, housing, legal aid, and health support — in their own language, and with the confidence that they're welcome.