

# St. Joseph Event Calendar

## Purpose:

The purpose of the Event Calendar is to share information that can be used across multiple groups and organizations within the parish that will assure all activities and events are coordinated and integrated.

## Process and Responsibility:

The Parish Event Calendar must be checked before finalizing any planned activities within an organization. Should there be a conflict with another planned event, it is the responsibility of the groups involved to discuss the situation and determine the best way to resolve the issue and proceed. This step must be done before seeking feedback or approval from the Pastor.

As an organization's activities and plans are finalized, the following information must be provided to the Parish Center. The Parish Center will then notify the point person responsible for updating the calendar.

Required calendar information includes:

- Date
- Event description
- Time
- Location
- Sponsoring organization
- Contact person

## Access to Calendar:

The master calendar is located at the Parish Center and is available for review. Copies of the calendar can be found on the website under the *Parish Calendar* tab.

## Updating the Calendar:

The Parish Council is responsible for keeping the calendar current. To do so requires the support of all parish organizations and groups. Periodic reviews of the calendar will be scheduled to assure continued currency and accuracy.

## Update Periodicity:

The calendar will be updated on a weekly basis.